

## Trust Wide Safeguarding Manager

Full-time (£28,050 - £36,644)

### Job Purpose:

This is a leadership role within the Senior Leadership team, reporting directly to the Head of Business Support.

The Safeguarding manager will work as part of a dynamic team and act as a positive role model delivering an effective service in advising and supporting managers and staff across the Trust.

The post holder will lead on developing and implementing a safeguarding strategy for the Trust to ensure a consistent, cohesive and coherent approach to safeguarding within an evidence based framework.

### Responsibilities:

To be responsible for ensuring that all services adhere to the principles of good safeguarding practice.

To provide expert safeguarding advice, support, guidance and training to members of the Senior Leadership team, all staff and Board of Trustees

To ensure that there is an escalation framework in place to capture information regarding concerns/reports of potential abuse including how these are being monitored/ analysed/ audited,

To ensure that all staff within the Trust have access to specialist advice, training, support and supervision in relation safeguarding associated issues (including all aspects of the Safeguarding Agenda).

To ensure that the Trust has links with all safeguarding partnerships boards across our geography as well as relevant meetings such as MAPPA, MARAC as and when appropriate.

To sensitively consult with staff to ascertain details when investigating critical incidents and formulating action plans.

To communicate and advise managers as needed in relation to critical incidents.

To critically review customer notes and records to identify good practice and areas for development for individuals or systems.

To prepare and deliver presentations (including large groups), for teaching purposes, to disseminate new research, evidence and guidelines to management as part of implementation of new strategies or guidelines, or present at staff meetings and Trustee boards.



To support the CEO and Board of Trustees by reviewing assurance and governance frameworks related to child and adult safeguarding, identifying requirements for the Trust and work to ensure appropriate governance arrangements are in place.

To attend and act as Chairperson as required for relevant safeguarding lesson learnt meetings and strategy and planning meetings which may involve a customer.

To prepare, draft and present safeguarding reports with themes, learning and sharing good practice in a succinct form to strategic and operational groups.

To propose changes and development of existing policies to ensure robust processes and policies are in place to protect adults and children within the Trust.

To disseminate national policy and guidance and facilitates discussion across the Trust.

## Responsibility for Information Resources and Administrative Duties

Use a variety of computer packages as required.

Demonstrate a high standard in computer literacy including the use of Microsoft Word, Access Database, PowerPoint and email.

Assist in developing and ensuring the Trust safeguarding information is up to date.

## Responsibility for Research and Development

Keep up to date with current research and legislation in safeguarding and support the implementation of changes where appropriate.

Carry out regular audits and surveys of safeguarding issues across the Trust

Develop a system that evidences how safeguarding issues are fed into the quality monitoring process and the governance regarding this.

Ensure serious Incident tracker is kept up to date.

Ensure emerging trends and themes are identified and highlighted to the Senior Leadership Team.

Develop trends and patterns emerging relating to safeguarding creating action plans to evidence how they are being addressed.



## ESSENTIAL QUALIFICATIONS & TRAINING

Level 4 Qualification or equivalent experience– for example in Domestic Abuse, Child Protection, Safeguarding Adults or Mental Health Law

### IT Skills

The post holder will require understanding of a range of work procedures and practices, which require expertise within the field of Safeguarding and which are underpinned by theoretical knowledge or relevant practical experience, including knowledge of the following;

Leading and reviewing Safeguarding Adults Investigations

Contributing to MASH strategy meetings and safeguarding children enquiries

MAPPA & MARAC procedures and experience

Experience of contributing to and producing Safeguarding reports and contributing to multi-agency working

Mental Capacity Act & Mental Health Act knowledge

Knowledge of Safeguarding Children legislation, procedures and processes

Knowledge and experience of delivering Safeguarding Training

## ESSENTIAL EXPERIENCE

### **Supervision**

Safeguarding experience – undertaking Safeguarding investigations and reviews

Safeguarding experience – contributing to child protection conferences

Safeguarding experience – delivery of safeguarding consultation and supervision

Undertaking leadership of specific projects from conception to delivery



## ESSENTIAL SKILLS & ABILITIES

### **Communication and Working Relationship Skills**

Excellent communication skills and ability to undertake authoritative practice and respectful challenge

### **Analytical & Judgemental Skills**

The position requires the ability to make judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

### **Planning & Organisational Skills**

The post-holder will be required to undertake the complex planning of a range of activities and interventions including Supervisory skills.

### **Negotiation skills**

Ability to manage own time and that of the team's.

Ability to work flexibly

### **Physical Skills**

Ability to be mobile across a geographical area.

Computer literacy.

