

## Job Description

<b>Job Title:</b>	<b>Operational Safeguarding Manager</b>
<b>Reports to:</b>	<b>Head of Operational Quality and Improvement</b>
<b>Grade Band:</b>	<b>C</b>
<b>Location:</b>	<b>Home based</b>

### Purpose

The Operational Safeguarding Manager will support the management of high-quality safe and effective services across the operational divisions. This role will work alongside the Designated Safeguarding Leads (within the operational divisions) and the Group Safeguarding Lead (in the central Assurance and Standards team) to ensure all staff and volunteers understand the nature of safeguarding risks and respond appropriately to Safeguarding disclosures and incidents in accordance with our values and our reporting and investigation procedures (sometimes referred to as the 5 Rs).

The Safeguarding Manager will play a key role by providing oversight, quality control, coaching and ensuring effective response and communication for Safeguarding incidents aligned to our Safeguarding Policy and champion continuous improvement and operational excellence principles.

### Main Duties and Responsibilities

1. Ensure a network of suitably trained and experienced Designated Leads – Safeguarding (DSLs) is in place across the Operational Divisions.
2. Coach, train and provide support and guidance to DSLs in how to effectively manage and improve the quality of safeguarding incidents.
3. Support SLT to ensure Safeguarding training is undertaken and evidenced by all staff in line with Policy requirements.
4. Support the Group Safeguarding Lead to complete the Annual Self Assessments.
5. Be an active member and co-chair of the Operational Safeguarding Group (OSG).
6. Support sharing of good practice, embedding of improvements and lead on cross divisional working groups identified through OSG.
7. Understand and track contractual requirements in relation to safeguarding and ensure local approaches are adhered to.

8. Undertake quality assurance checks for safeguarding incidents and recognising where compliance/quality is at risk and escalating accordingly to ensure resolution and continuous improvement.
9. Keeping abreast of Safeguarding requirements and training.
10. Identify and disseminate good practice and news stories through the available staff communication channels.
11. Design and deliver internal training opportunities to raise awareness and further develop staff skills across the group.
12. Liaise with external partners/agencies and any appropriate regulatory bodies as required working with DSLs.
13. Ensure each operational team is meeting its legal and statutory requirements in terms of safeguarding, Disclosure and Barring Service clearance, safer recruitment and child and adult protection.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<b>Person Specification</b> <b>Job Title: Operational Safeguarding Manager</b> (E=Essential D=Desirable)
<b>SKILLS AND CORE COMPETENCIES</b>
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"><li>• Significant experience within a Safeguarding role at a similar/complex organisation, with an enhanced knowledge of work with children and adults (E)</li><li>• Recent relevant safeguarding training to level 3 (E)</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Relevant previous experience at a senior level in developing and managing complex safeguarding functions (E) .</li><li>• Experience of report writing and presenting technical information to a high standard. (E)</li><li>• Be able to display a comprehensive awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li><li>• Experience of effective partnership working with internal and external stakeholders including building strong external relationships (E)</li><li>• Demonstrable experience working with and improving systems and processes (E)</li><li>• Experience of developing and delivering learning sessions. (E)</li><li>• Experience in building strong relationships at all levels, able to motivate, inspire and constructively challenge across the organisation. (E)</li><li>• Proven ability to undertake effective risk based decision making. (D)</li><li>• Experience of engaging staff in quality improvement activities. (D) .</li><li>• Sound Knowledge of GPDR requirements (D)</li><li>• Experience of working in the welfare to work industry and delivering to specified targets, quality standards and compliance measures (D)</li><li>• Working knowledge within other directorates across Shaw Trust (D)</li><li>•</li></ul>

## Skills and Attributes

- Strong written ability, able to design, develop, and deliver safeguarding training material to different audiences. (E)
- The tenacity to repeatedly follow through on performance indicators, to secure necessary improvement. (E)
- Good team player, used to working collaboratively with others. (E)
- Ability to work autonomously and proactively with a solution focused approach. (E)
- Emotional resilience, that is, the ability to perform effectively during periods of change and stress. (E)
- Excellent administration skills including an ability to analyse and produce accurate statistical reports. (E)
- Excellent working knowledge & proficiency of a range of computer software packages particularly those in the Microsoft Suite i.e., Word, Excel, PowerPoint, and Outlook. (E)
- Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results and willing to travel. (E)  
Excellent organisational and time management skills. (E)

## Personal qualities, communicating and relating to others

- Excellent interpersonal and communication skills (E)
- Good at building relationships with both internal and external stakeholders (E)
- Ability to use initiative when required and take a problem-solving approach to work tasks (E)
- Ability to work well as part of a team and independently when required (E)
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## Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults.
- This post requires a Disclosure and Barring Service Check at a basic level

## Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity
- Ability to travel on behalf of the Trust as required