

Job Description

Directorate Customers & Communities	Grade D
Service Independent & Supported Living	Job evaluation number
Reports to Supported Living Manager	Responsible for N/A

Job purpose and role

- Lead on the corporate development of effective framework of policies and procedures for safeguarding our vulnerable customers.
- Provide advice and knowledge to colleagues across the organisation for safeguarding matters and concerns.
- Be a champion for safeguarding, and take a proactive approach for promoting a positive approach to safeguarding across the organisation.
- Assist the Company in being appropriately represented at external multi-agency safeguarding meetings and forums.
- This role will work across all Beyond Housing premises.

Main duties and key result areas

- Lead on developing and reviewing safeguarding policies and procedures for children and adults across the organisation.
- Act as a champion for safeguarding across the organisation and externally.
- Be a point of contact for colleagues in relation to safeguarding matters and concerns.
- Support delivery of safeguarding related training to staff.
- Ensure that our systems and procedures are fit-for-purpose and link effectively into the statutory safeguarding systems within our local authority areas.
- Be a support for colleagues involved in external safeguarding meetings (e.g. child protection

conferences, core groups, child in need meetings, serious case reviews, MARAC, MAPPA, Safeguarding Boards) involving our customers, and to attend such meetings where appropriate.

- Establish and maintain good working relationships with relevant statutory, voluntary and community organisations.
- Maintain up to date with relevant legislation and good practice around national and local safeguarding, including the role and expectations of housing providers.
- Lead on identifying and implementing good practice in the design of safeguarding systems.
- Develop, manage and monitor a performance management for safeguarding activity in the organisation.
- Ensure safeguarding data and records are maintained safely, and information exchanged in a compliant way.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Undertake their duties with due regard to safeguarding our customers
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.



Job Description and Person Specification
SAFEGUARDING COORDINATOR

Document owner: Head of HR

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1	January 2019	New Role

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent administrative, IT and organisational skills.	E
	Able to establish and maintain positive and professional relations with colleagues and stakeholders.	E
	Effective communication and presentation skills.	E
	Be a self-starter, working with initiative and a positive attitude.	E
	Possess empathy and a respect for confidentiality.	E
	Able to be a champion for safeguarding.	E
	Able to write and present reports	E
	Able to collect, analyse and report on statistical and performance data.	E
Knowledge and experience	Sound working knowledge of current safeguarding, child and adult protection legislation, statutory and related guidance.	E
	Experience of working with vulnerable people.	D
	Experience of working within a safeguarding system.	E
	Up to date knowledge of the role of housing providers in effective safeguarding.	E
	Experience with external multi-agency, statutory and family meetings.	D
Qualifications	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
	Good standard of education (NVQ level 2/GCSE's or equivalent) or relevant exempting experience	E
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E