

JOB DESCRIPTION & PERSON SPECIFICATION

POSITION:	Deputy Safeguarding Lead
DURATION OF POST:	12 months initially
HOURS:	<p>Full time 37.5 hours per week</p> <p>YG's core business hours are Monday-Friday 9am-7pm however due to the nature and pressing need of our work all YG staff may be required to complete work outside of these hours including residential, weekend and evening work.</p> <p>Where the proper performance of your duties requires that you work excessive hours, you will be allowed time off work in lieu (TOIL). Residential activity should be completed within the contract and TOIL will not be given for this.</p>
SALARY:	£21,000 - £24,000
HOLIDAY:	25 days per annum plus bank holidays
PENSION:	Auto enrolment pension in place
RESPONSIBLE TO:	Operations Manager
LOCATION:	Base location The Old Dock Office, Commercial Road, Gloucester, GL1 2EB with frequent travel across Gloucestershire and occasional national travel.
DATE JD WRITTEN:	May 2021

WHO ARE YOUNG GLOUCESTERSHIRE

Young Gloucestershire supports disadvantaged young people who are facing challenges in their lives. Our vision is for young people to have the confidence motivation and skills to improve their lives. We work to achieve this vision by creating opportunities that educate, inform and inspire by;

- Providing training for young people to take the next step.
- Working with young people to make informed decisions by offering practical support.
- Working with communities to provide opportunities for young people.

JOB SUMMARY

Working with the Designated Safeguarding Officer take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Young Gloucestershire.

To promote the safety and welfare of children and young people involved in Young Gloucestershire's activities at all times liaising with local statutory services agencies and with the Local Safeguarding Children's Partnership. Take a pro-active approach to ensure the organisation is up to date with policy and legislation and able to respond quickly and effectively to changes. Work strategically across the county to influence positive developments within statutory service response and ensure the VCS and Young Gloucestershire are represented, heard and considered as appropriate and effective in dealing with county wide safeguarding issues.

SPECIFIC DUTIES

- Take a lead role in implementing YG's safeguarding and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in YG's activities are responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at YG including the board of trustees, understands the safeguarding policy and procedures and knows what to do if they have concerns about a child or young person's welfare.
- Take a lead role in developing and reviewing YG's safeguarding policies and procedures.

- Make sure children and young people who are involved in activities at YG and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in YG's activities.
- Act as a source of support, advice and expertise for all staff.
- Manage some of the mental health youth work team delivering services to young people
- Undertake regular engagements with young people who are recognised as high risk within the organisation.
- Take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with YG may present a risk to children or young people.

This includes:

- assessing and clarifying the information
- making referrals to statutory organisations as appropriate
- attending and contributing to multi-agency safeguarding meetings
- working with the county's LADO when required
- provide practical support to staff in responding to safeguarding concerns raised
- consulting with and informing the relevant members of the organisation's management
- following the organisation's safeguarding policy and procedures
- liaise with, pass on information to and receive information from statutory child protection agencies such as: the local authority child protection services, the police,
- Work with statutory agencies to influence strategy to ensure that all children and young people's voices are heard and fed into the services within the county
- Store and retain safeguarding records according to legal requirements and the organisation's safeguarding policy and procedures.
- Work closely with the senior management team and senior safeguarding office to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding practice.
- Report regularly to the senior management team on issues relating to safeguarding to ensure that child protection is seen as an ongoing priority issue and that safeguarding requirements are being followed at all levels of the organisation.
- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Attend regular training in issues relevant to safeguarding and share knowledge from that training with everyone who works or volunteers with or for children and young people at YG
- Provide regular and effective supervision and line management of staff allocated to the post holder

GENERAL DUTIES

- When required liaise with funders, commissioners and key personnel to manage safeguarding within programmes and projects.
- To ensure that all staff are supported and able to seek effective safeguarding advice and guidance as well as next step action plans to reduce risks and keep young people safe

- Attend team meetings, supervision sessions and management meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties
- To take responsibility for ensuring risk assessments and health and safety of all programmes are managed.
- To ensure that staff teams receive supervision, training and support as required.
- To ensure young people are at the centre of our services.
- To be an active member of the middle management team.
- To ensure that the work reflects the organisation's commitment to equal opportunities.
- To contribute to a teamwork approach in all aspects of the work.

ADDITIONAL RESPONSIBILITIES

- Maintain accurate records using YG's data management systems
- Provide regular safeguarding and up to date training to all staff/volunteers
- Keep up to date with current affairs and maintain an awareness of resources that may be of benefit to Young Gloucestershire.
- Complete essential training.
- Uphold Young Gloucestershire's ethos and policies.
- Promote a positive image of Young Gloucestershire.
- Work as part of the wider organisation and undertake duties as required to ensure the strategic objectives of the organisation are achieved.

PERSON SPECIFICATION

The following are the criteria that will be used for shortlisting:

ESSENTIAL	DESIRABLE
Experience of managing and leading an organisational safeguarding response.	Commitment to Equal Opportunities Legislation and an understanding of, and commitment to work within the principles of diversity
Understands the referral and assessment process for early help and intervention	
Experience of learning from Serious Case reviews and embedding changes into practice	
Where there are concerns about radicalisation make referrals to the Channel programme	
Experience of working with young people.	First Aid Qualification
A relevant qualification in Youth Work, Social Work or equivalent	Knowledge of the local community, voluntary organisations and agencies.
Proven ability to work multi-disciplinary and confidence in challenging services to ensure the best outcome for children and young people	Communication, interpersonal and presentation skills, including experience of writing accurate and concise reports.
Evidence of continued professional development within the safeguarding field and updated knowledge in response to changing policy and legislation.	Experience of working with managers from statutory, voluntary and private sectors.
Good written and verbal communication skills and the proven ability to write reports and deliver presentations to a variety of audiences.	
Experience of managing teams of staff.	Experience of Risk Assessing and supporting other's in doing the same
Experience of multi-agency meetings.	Basic IT skills including experience of Microsoft Office programmes

GENERAL	Driving license
The ability to be tactful and sensitive and to empathise with young people and the agencies and professionals who deal with them	Enthusiasm, stamina and a willingness to work unsociable hours when necessary
Proven ability to provide leadership in a challenging environment.	
Understanding of the issues and principles of working with disadvantaged young people.	The ability to work on own initiative to an agreed action plan.
Demonstrable commitment to recognising and responding to emerging safeguarding themes.	Effective time management, including the ability to prioritise and manage a varied workload
Experience of managing data and outcomes.	
Experience of sourcing and building relationships with key partners and stakeholders from the charity, statutory and business sectors.	