

**Job Title** Safeguarding Manager - Accommodation

**Responsible to:** Head of Accommodation

### **Job Purpose**

To ensure consistency of safeguarding procedures across accommodation services. Lead safeguarding peer reviews and ensure that recommendations are followed through. Support Designated Safeguarding Leads in the accommodation department with complex cases

### **Main Tasks**

#### **Good Standards and Best Practice**

Demonstrate effective leadership to ensure that safeguarding best practice is embedded within all accommodation teams, and constructively challenge and provide guidance where improvements are required.

Lead and co-ordinate peer reviews of safeguarding practice.

To create, develop and implement a Safeguarding Improvement Plan for the accommodation department.

Ensure that Safeguarding and Child Protection standards are maintained by all colleagues and appropriate action is taken in relation to any concerns.

Identify and disseminate proven safeguarding practice, through effective collaboration.

Monitor our approach, working closely with local designated safeguarding leads. Ensure that all team members are aware of their safeguarding responsibilities, as defined in their job descriptions.

Carry out spot checks on one to one records for team members, to ensure that safeguarding matters and training are thoroughly covered.

Encourage a culture of listening to young people and adults taking in to account their wishes and feelings so that measures may be put in place to protect them.

Be committed to the values of co-production, involving young people in helping to improve our policy and practice.

### **Evidence & Reporting**

To report directly to the Head of Accommodation on matters relating to:

- Critical Incidents
- Allegations against staff
- Audit findings
- Risk management in the context of safeguarding

To provide regular reports to the Accommodation Director on all related matters.

Oversee and Monitor My Concern database to ensure appropriate action is being taken, identify trends or issues for improvement. Providing guidance and training to staff on appropriate use of My Concern. Use data from My Concern to inform the Safeguarding Improvement Plan.

### **Liaison**

Represent the organisation as appropriate at external meetings with the confidence and conviction to present the methodology of the charity, and its commitment to safeguarding, and in doing so achieve the respect of sound relationships.

Liaise with outside agencies and statutory bodies in relation to safeguarding matters, including health visitors and police officers, social services, schools, courts, support workers from other agencies.

Take part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so.

Work with the Deputy Chief Executive (designated lead safeguarding officer) to regularly review and update our approach to reflect statutory requirements and best practice.

Attend quarterly organisational safeguarding meetings and chair/deputise for the deputy chief executive when required.

### **Training**

Review annual safeguarding training plans to ensure that staff are fully equipped to meet identified needs. Deliver safeguarding and professional boundaries training and ensure learning is fully embedded.

To provide practical support and assistance to staff wishing to raise concerns or seek help and guidance on any questions connected with Safeguarding, Adults and Child Protection.

This role is not considered to have a Genuine Occupational Requirement.

## PERSON SPECIFICATION

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Extensive experience of working with children and/or vulnerable adults with regards to Child/Adult Protection and Safeguarding	√		Application
Thorough knowledge of current legislation, guidance and thresholds on Child and Adult Protection	√		Assessment
High level proficiency in all MS Office products	√		All
An understanding and commitment to the principles of co-production and customer involvement	√		All

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Holds a relevant Health/social care professional qualification for example, Social Work Qualification, Senior Practitioner qualification in a Safeguarding role	√		Application

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Significant proven specialist practitioner experience of working as a safeguarding officer/manager in a Local Authority, education or charity setting	√		Application
Experience of leading on Safeguarding and Protection issues in a similar residential environment	√		Assessment

Experience of implementing and improving safeguarding policies and procedures	√		All
Experience of working with partner agencies as a representative of a similar organisation, including discussion of sensitive safeguarding or protection issues	√		All
Experience of working within or closely with social care and other agencies	√		All
Experience of delivering training and/or seminars/advice to build the skills, confidence and understanding of others in Safeguarding and Child protection matters.		√	Assessment
Experience of providing Safeguarding and Child/Adult Protection advice and support to professionals working with children, young people and vulnerable adults	√		Assessment
Previous experience of programme management across multiple locations including staff management		√	Assessment

<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to think creatively and develop innovative solutions to improve outcomes for young people and vulnerable adults	√		All
Demonstrated ability to set up learning and development processes	√		All
Demonstrated ability to use monitoring & evaluation systems	√		Assessment
Ability to inspire, enthuse and motivate peers and customers	√		Assessment

Excellent administration and IT skills, including experience of collating and analysing data, and producing clear concise reports and information	√		All
Effective communicator with excellent interpersonal skills, including influencing and negotiating with key stakeholders and the ability to work collaboratively and inclusively	√		All
A creative and quantitative approach to problem solving.	√		Assessment
Ability to organise and prioritise your work, manage your own time and plan workload to meet deadlines and commitments to customers	√		All

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Driven by improving outcomes for young people and vulnerable adults and can manage, develop and enhance the performance of teams to evidence the impact of our work.	√		All
Good interpersonal skills, sufficient to communicate with a wide range of staff and external contacts	√		Assessment
Able to travel independently between YMCA sites	√		Application
Comfortable and confident when interacting with senior managers	√		Assessment
Sympathy with the Christian Aims and Purposes of the YMCA	√		Assessment
High levels of honesty, integrity and discretion	√		Assessment

The role could be based at any of the organisation's accommodation sites, but will necessitate frequent travel throughout Cambridgeshire & Suffolk and beyond. Working from home or non-YMCA bases will also be possible. From time to time some work will be required in the evenings or at weekends.