

Job Description

Job Title:	Safeguarding Officer
Department:	Programmes and Partnerships Directorate
Reports to:	Director of Programmes and Partnerships
Location:	Turn2us Head Office, Hammersmith

Purpose of the Role:

Key Responsibilities and Accountabilities:

- Support Turn2Us to embed a culture of psychological safety and confidence in safeguarding including through staff, volunteer and Board training
 - Develop and manage, in consultation with the whole organisation, a safeguarding plan in line with Turn2Us Purpose and Strategy with people thriving at its heart
 - Support Turn2Us to be compliant with Charity Commission, and any other relevant, external guidelines on safeguarding
 - Working in a collaborative and confidential way to ensure that policies, systems, reporting, case management, referral mechanisms and responsibilities are robust, complete, compliant, clear and embedded in Turn2Us
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Key Duties

Support Turn2Us to embed a culture of psychological safety and confidence in safeguarding including through staff, volunteer and Board training and creating safe spaces

- Support staff, volunteers and Board members as necessary to understand safeguarding, how culture and safeguarding intersect and Turn2Us responsibilities for safeguarding
- With the Director of Programmes and Partnerships, develop an appropriate training and capacity building programme for staff, volunteers and Board members
- Work with existing staff groups (e.g. Equality, Diversity and Inclusion, SMT etc) to create psychologically safe spaces for discussion
- Work with HR to ensure staff wellbeing is considered in relation to safeguarding (for victims/survivors, alleged perpetrators and bystanders/observers/receivers of allegations)

Develop and manage, in consultation with the whole organisation, a safeguarding plan in line with Turn2Us Purpose and Strategy with people thriving at its heart

- Co-create a safeguarding plan for the organisation that supports those living in financial hardship to thrive at its heart

- Ensure the safeguarding plan is embedded in all teams in the organisation, and different teams are taking responsibility for driving the plan forward
- Work as necessary with external consultants to support the implementation of the plan
- Work with Partnerships Co-ordinator to clarify the roles of partners in safeguarding including in due diligence and contracts
- Provide strong data analysis embedding GDPR standards and regular reports

Support Turn2Us to be compliant with Charity Commission, and any other relevant, external guidelines on safeguarding

- Support all teams in Turn2Us to identify risks and put appropriate safeguarding management in place that complies with external guidelines and expectations
- Work with Director of Programmes and Partnerships to support the Board to undertake its safeguarding responsibilities
- Support Turn2Us to identify safeguarding risks and how to manage them within an appropriate framework
- Ensure safeguarding risks are scaled up through the Director of Programmes and Partnerships

Working in a collaborative and confidential way to ensure that policies, systems, reporting, case management, referral mechanisms and responsibilities are robust, complete, compliant, clear and embedded in Turn2Us

- Work with HR to ensure alignment of all HR practices with strong safeguarding practice (recruitment, induction, performance management)
- With the Director of Programmes and Partnerships, put in place where necessary and keep up to date policies that relate to safeguarding
- Work with Director of Programmes and Partnerships to develop safeguarding focal points within the organisation
- Put in place, where needed, systems for handling and reporting of incidents and safeguarding allegations
- Work with programmes staff and lived experts where appropriate to identify appropriate referral systems for safeguarding within programmes

These are the normal duties, which the Charity requires from the position. However, it is necessary for all staff to be flexible and all employees will be required from time to time to perform other duties as may be required by the Charity for the efficient running of the charity. This Job Description is non-contractual. It will be reviewed from time to time and may be subject to change. The post holder will be expected to ensure that their work complies with contractual terms and conditions, the Charity's policies and procedures and key legislation, such as data protection and charity law.

Person Specification

Education/Experience:

Necessary:

- Minimum of 2 years working in a safeguarding, protection or GBV role
- Experience setting up systems and/or project management
- Experience of presenting complex information in a succinct and compelling manner

Desirable:

- Experience managing safeguarding/SHEA cases

Skills:

Necessary:

- Ability to work with sensitive matters in a confidential way, ability to show empathy for challenges survivors face in reporting safeguarding concerns and the pressures safeguarding investigations place on all stakeholders, including those accused of misconduct
- Excellent self-awareness and understanding of the need for self-care
- Excellent written and oral communications skills in English
- High degree of organisational ability, working well to deadlines

Desirable:

Knowledge:

- Good understanding of safeguarding systems and structures in the UK

Personal Attributes:

- Committed to diversity, inclusion and equality
- Committed to being accountable to those the charity exists for
- Commitment to values of dignity, collaboration and humility