

INDEPENDENT AGE

JOB DESCRIPTION

Job Title:	Safeguarding Manager (1 Year fixed term contract - Maternity cover)
Department:	Corporate Services
Salary Band:	£34,550 - £40,500 (depending on experience and location)
Reporting to:	Head of Safeguarding, Compliance & Assurance
Location:	London office or remote working, some overnight travel required

About Independent Age

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values. We are:

- Purpose-driven - *the experience, needs and views of older people are central to everything we do*
- Compassionate - *we listen, care and take action*
- Expert - *our work is evidence-based and solution-focused*
- Collaborative - *we work in partnership to maximise our impact*
- Accountable - *we work with integrity and transparency*
- Inclusive - *we value diversity and always treat everyone fairly with dignity and respect*

Job Purpose

The Safeguarding Manager plays a critical role at Independent Age, developing and embedding the tools, systems, processes and training which protect all people that use our services, our volunteers and staff from abuse and exploitation. The post holder will also play a leading role in developing our organisational culture to ensure that safeguarding is recognised as a shared responsibility across all areas of our work, through acting as a best practice role model, championing safe working practices and providing support and advice to colleagues.

Key Responsibilities

- Work together with the Head of Safeguarding, Compliance & Assurance to embed a culture of shared responsibility towards safeguarding and protecting people from abuse.
- Regular and ongoing review of our safeguarding practices, promoting a person-centred approach and ensuring continued compliance with statutory and regulatory requirements.
- Support the development of the organisational safeguarding strategy and annual audit process.
- Review and update safeguarding policies and procedures as necessary, and lead on implementing recommendations identified in external reviews of our safeguarding practice.
- Engage older people and their carers, as appropriate, to ensure our policies and processes are proportionate and meet the needs of the people we support as well as statutory and regulatory requirements.
- Ensure all staff and volunteers (including trustees) are appropriately trained and supported and have access to resources to ensure safeguarding issues are identified and actioned in accordance with our policies and processes.
- Act as a key source of support, guidance and expertise on safeguarding and mental capacity legislation and practice for colleagues, partners and volunteers.
- Review safeguarding incidents and chair regular safeguarding log review meetings, draft safeguarding updates and reports, ensure incidents are promptly investigated, appropriate remedial actions are taken and identify and implement organisational learning as required.
- Ensure support arrangements for staff and volunteers both in and outside of core office hours are adequately resourced with appropriately trained staff including provision of cover when required, including regular cover for in hours support and maintaining and participating in the out of hours rota.

General responsibilities

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to safeguarding adults at risk of harm
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

PERSON SPECIFICATION

- A thorough understanding of safeguarding practice, developed through working with adults with support needs or at risk
- Proven experience of implementing and embedding safeguarding policies and processes across an organisation whose services are delivered by both staff and volunteers, using a risk management and mitigation approach
- Up to date knowledge of legislative and regulatory frameworks and guidance on adult safeguarding, national and local practice and how they interact with a range of issues affecting older people including benefits, social care, paying for care, housing, end of life, bereavement, health services, and loneliness.
- The ability to lead organisational change and learning in the context of embedding person-centred safeguarding approaches and culture change.
- Excellent time management skills, and able to work independently & proactively to meet deadlines
- Experience of developing and delivering training to staff and volunteers working at all levels, preferably in the context of adult safeguarding.
- The ability to build highly effective relationships with stakeholders and build trust through delivery of commitments
- Strong presentation, reporting, listening and communications skills
- Highly capable user of IT packages e.g. Microsoft Office (Word, PowerPoint, Excel and Project)
- A demonstrable passion for, and affinity with our cause
- A DBS (Disclosure and Barring Service) or PVG (Protecting Vulnerable Groups) check will be necessary for individuals who undertake particular activity with our service users.