

## Job Description

**Role Title:** Safeguarding Manager

**Contract Type:** Permanent

**Hours:** 35

**Band:** 5

### Key Relationships:

**Internal:** Director of Operations, Assistant Director of Services, Safeguarding Lead. All teams, directorates, and project groups within Diabetes UK. Local Support Groups, supporters and members of Diabetes UK.

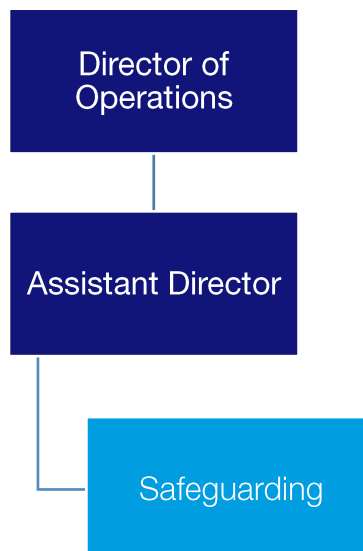
**External:** Potential volunteers; volunteering organisations; volunteer infrastructure bodies in each of the four nations; NHS bodies; central and local government; NSPCC and associated safeguarding service providers, and people living with or affected by diabetes.

**Key focus of the role:** The Safeguarding Manger will support us to build safeguarding capacity in our expanding remit of work with children, young people and adults and to maintain the highest standards in safeguarding.

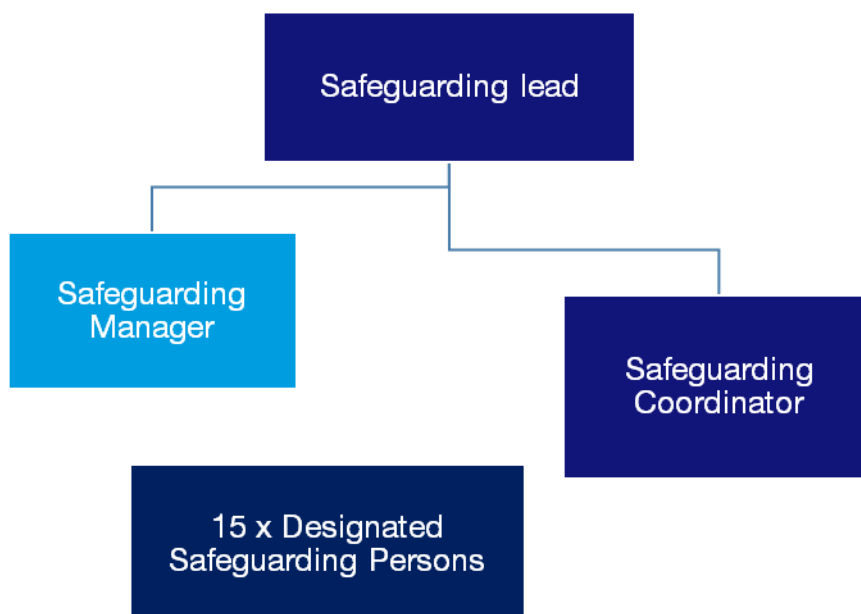
### Directorate and team

This role sits in the [Safeguarding Team](#) in the [Operations Directorate](#).

### Department:



### Role and reporting Line



All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- The key activities you'll undertake (**the What**) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (**the How**)

#### Key activities – What you need to do

1. Deputise for the Safeguarding lead operational responsibilities
2. Support the continuous review of safeguarding strategy, policy and processes in line with legislative and organisational developments, performing the role of subject specialist advising organisational decision making
3. To drive a culture and process of continuous improvement. Instigating reflective learning and practice, providing leadership, support and direction to staff, volunteers and teams in order to maintain profile and awareness of safeguarding
4. To co-lead and deliver the support programme for Designated Safeguarding Person CPD with the Safeguarding Lead
5. Assist with development and review of new policies and practice to support our expansion of work with children and young people in a wide variety of settings
6. To lead continued development for staff and volunteers across Diabetes UK
7. Analyse safeguarding data and produce reports, and make recommendations to evolve policy, practice, processes and systems.
8. Respond to safeguarding enquires and provide safeguarding information and guidance to staff and volunteers across the organisation in line with Diabetes UK guidance
9. Provide expert advice on risk assessments, new services, projects or approaches from a safeguarding perspective
10. Develop practical safeguarding materials and guidance for the safeguarding toolbox of resources
11. Conduct quality reviews of a sample of safeguarding concerns handled by Designated Safeguarding People to drive a culture continuous improvement

12. Interface with other compliance Leads [Health and Safety/ Data protection] and work collaboratively to drive Diabetes UK's 'keeping Safe, Legal and Healthy' programme.

### How you need to do it (the How)

#### Skills

1. Provide strong leadership on safeguarding best practice
2. Support the development of others through delivery of high-quality training and development activities
3. Support individuals and teams with safeguarding matters a calm and thoughtful way
4. Represent Diabetes UK and the Safeguarding Team in a competent and credible manner
5. Engage and motivate teams to drive-up high-quality safeguarding practice
6. Excellent verbal and written communication skills, and the ability to engage with people from all walks of life.

#### Knowledge

1. A sound knowledge of relevant children's and adults safeguarding legislation, guidance and services
2. Engage and motivate teams to drive-up high-quality safeguarding practice
3. Support the safeguarding lead to monitor safeguarding compliance and quality
4. Be solution focussed and contribute to creative and flexible approaches to meeting objectives
5. Excellent written and other communication skills for a range internal and external audience.

#### Experience

1. Improving safeguarding practice within an organisation
- 2.
3. Producing Safeguarding Policy, Procedures and Guidance
4. Responding to safeguarding concerns, including allegations against staff and volunteers

5. Supporting change and developing of others through training and other development activities
6. Delivering high quality training and CPD to increase confidence and competence in safeguarding

#### Behaviours

1. Strong, calm leader with people first values
2. Pro-active, with a can-do attitude.
3. Highly organised and methodical, with high attention to detail.
4. Works well within a multi-disciplinary team, but also can work independently to deliver key content tasks and projects.
5. Keeping up-to-date on the latest legislation, guidance and best practice in safeguarding
6. Integrity and confidentiality in managing sensitive and confidential data

#### Qualifications/professional membership (if applicable):

Educated to degree level or equivalent work experience