

1. Role details

Role title	District Safeguarding Lead, People and Organisation
Time commitment	Average 30 hours per month (evenings, some weekend training and on call)
Accountable to	Regional Safeguarding Manager

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

2. Role summary

The District Safeguarding Lead will be responsible for all matters relating to the support, integration, and safe working with children and vulnerable adults throughout the district. They will be required to submit reports to ensure the Regional Safeguarding Manager is fully briefed when attending Regional Management Team Meetings and speaking and reporting on child and vulnerable adult safeguarding matters.

3. Main duties and responsibilities

1	Responsible for monitoring the implementation of the safeguarding policy in the district.
2	Set up a programme for visiting all units twice each year, one announced and one unannounced.
3	Support the District Manager and District Management Team on all Safeguarding related issues and attend District Management Team meetings.
4	To submit quarterly and annual reports to the Regional Safeguarding Manager showing the extent to which the district is compliant with safeguarding requirements and to submit other reports as requested.
5	Identifying safeguarding training needs throughout the district at every level and to provide or make provision for that training. To ensure, in consultation with professional colleagues, that all training is compliant with the safeguarding policy
6	Deal with allegations or suspicions of child and vulnerable adult abuse. In dealing with such cases the district Safeguarding Manager reports directly to the National Safeguarding department.
7	Be freely available to any volunteer, member of staff or service user who wishes to raise concerns or seeks help and guidance on any questions connected with the safeguarding policy and associated procedures.
8	Maintain links with relevant statutory authorities and agencies.
9	Provide practical support and assistance for volunteers and staff and their families when required, in managing the effects of allegations or suspicions of child and vulnerable adult abuse.
10	Recruit and appoint safeguarding team members in conjunction with the Regional Safeguarding Manager and is responsible, as team leader, for management of their activities and personal and professional development.
11	Attend the annual national safeguarding conference and workshops.
12	Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

4. Skills you will develop and training you will receive

Skills you will develop are: leadership, investigations and project management skills. Training will include National St John Ambulance Safeguarding in Practice course for District Safeguarding teams and any other training relevant to role.

5. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the role description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
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Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience			
Has satisfactorily completed the 'Keeping Children Safe' and Protection of Vulnerable Adults programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Not less than two years relevant experience of responsibilities in working with those below the age of 18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Not less than two years relevant experience of responsibilities in working with vulnerable adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Able to communicate across an employed and volunteer workforce at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Knowledge of current St John Ambulance policies and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Possess energy, commitment and enthusiasm towards the charity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to travel within district and rest of region as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

This role is exempt from the provisions of the Rehabilitations of Offenders Act.

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Volunteering	Date of preparation: June 2014
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