

## **Job Description**

<b>Position:</b>	Senior Safeguarding Coordinator
<b>School/Service:</b>	Directorate of Student Services and Experience
<b>Reference:</b>	0053-26
<b>Grade:</b>	Grade 6
<b>Status:</b>	Permanent
<b>Hours:</b>	36.25 hours (08.45 – 5.00 Monday – Friday)
<b>Responsible to:</b>	Student Mental Health and Wellbeing Manager

### **Main Function of the Role:**

- Provide effective line management of the Safeguarding Coordinator, responsible for the distribution of their workload and overseeing student referrals and safeguarding and prevent cases at the University.
- Act as the Dignity at Study policy coordinator, ensuring regulatory compliance with the OfS Condition E6: Bullying, Harassment and Sexual Misconduct, ensuring students are supported through clear, accessible, and robust policies and procedures, fostering a safe and respectful environment.
- Act as Deputy Safeguarding Officer (DSO) and Deputy Prevent Coordinator for the University, contributing to staff development, case management, completing safeguarding and prevent audits and supporting the Safeguarding Officer(s) with reporting requirements.
- Working closely with the Student Mental Health and Wellbeing Manager to support student risk management procedures within the Life Lounge, escalating any significant concerns to senior management.

### **Principal Duties and Responsibilities:**

1. Provide effective line management for the Safeguarding Coordinator, including workload allocation, performance reviews, and oversight of student referrals and safeguarding cases within Student Services.
2. Provide specialist safeguarding coordination, advice and guidance across the university, attending all relevant committees and meetings and supporting the Senior Executive Designated Safeguarding lead with the preparation of minutes and reports.
3. Responsible for a range of casework including: Safeguarding and Dignity at Study referrals, supporting the Life Lounge with student enquiries.
4. Act as Deputy Safeguarding Officer (DSO) and Deputy Prevent Coordinator for Student Services and provide safeguarding advice to all stakeholders.

5. To have a strong understanding of Safeguarding and Prevent legislation and know when it is appropriate to share a concern regarding a student/learner.
6. Maintain up-to-date knowledge of local, regional, and national safeguarding best practice and embed learning across teams.
7. Contribute to ensuring institutional compliance with safeguarding legislation and OfS Condition E6 requirements relating to bullying, harassment, sexual misconduct.
8. Act as the Dignity at Study Policy Coordinator, ensuring all policies, processes and procedures are maintained.
9. Support students wishing to report incidents to the Police, University or any third party agency and where appropriate acting as a key liaison throughout the process, ensuring regular updates.
10. Contribute to training delivery and awareness initiatives and maintaining oversight of training records for students and working closely with academic colleagues to ensure all students undertake mandatory training.
11. Produce regular service engagement reports and work closely with the Student Mental Health and Wellbeing Manager to inform senior colleagues of trends and patterns in data to inform further decision-making.
12. Working collaboratively across Student Services, academic schools, Students' Union, and external agencies, the postholder will support student initiatives, staff training, policy development, and consistent safeguarding practice across the institution.
13. Build and maintain effective links with external NHS and voluntary sector services and local authorities to support referrals of students, maintaining clear professional boundaries and confidentiality, balanced with a need to share appropriate information for the effective management of safeguarding cases across the organisation.
14. Attend a weekly Risk MDT meeting, contributing to caseload management discussions regarding complex safeguarding cases, providing advice and guidance to Life Lounge staff and ensuring related policies are implemented effectively to best support a student/learner.
15. Deal competently, sensitively and in a professional manner when dealing with stakeholders who can be distressed and/or demanding, observing confidentiality in line with Data Protection and GDPR.
16. Maintain accurate, up to date record keeping and the processing, storage and sharing of student data in accordance with agreed confidentiality and data protection policies and procedures. Preserve the confidential nature of the services provided to individuals and ensure services fulfil the university's duty of care to others.
17. To work closely with the Student Mental Health and Wellbeing Manager reviewing and delivering objectives and key projects such as: the University Mental Health Charter, monitoring the progress and evaluation of new initiatives.

18. Deputise for the Student Mental Health and Wellbeing Manager and formally represent Student Services and the university at internal and external events as required.
19. Ensure a safe working environment and abide by the University Health and Safety policies and practise and observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
20. Undertake such duties as may reasonably be expected within the scope and grading, commensurate with the role.
21. Ensure and maintain integrity and confidentiality of data associated data protection requirements in line with statutory and corporate requirements.
22. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

**Note:**

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder. An appropriate conflict of interest procedure will be put into place to deal with any perceived or actual conflicts of interest that might arise out of the reporting lines.

Please note that this appointment is subject to an Enhanced Disclosure and Barring (DBS) Clearance.

## Person Specification

<b>Position:</b> Senior Safeguarding Coordinator		<b>Reference:</b> 0053-26	
<b>School/Service:</b> Student Services and Experience		<b>Priority (1/2/)</b>	<b>Method of Assessment</b>
Criteria			
<b>1</b>	<b>Qualifications</b>		
1 a)	Educated to degree level in a related field (such as Social Work) or equivalent professional qualifications and experience	Priority 1	Application Form/Documentation
1 b)	Mental health/safeguarding qualification or relevant professional qualifications	Priority 1	Application Form/Documentation
1 c)	Mental Health First Aid qualification or the willingness to achieve this within the first 12 months of employment	Priority 1	Application Form/Documentation
1 d)	Relevant safeguarding or welfare-related training/qualification (e.g., Safeguarding Level 2/3) or willingness to undertake.	Priority 1	Application Form/Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Ability to work as part of a multi-disciplinary team, with advanced interpersonal and communication skills	Priority 1	Application Form/Interview Assessment
2 b)	Knowledge of safeguarding legislation and best practice	Priority 1	Application Form/Interview/Assessment
2 c)	Able to build and maintain effective partnerships and work collaboratively with a range of stakeholders	Priority 1	Application Form/Interview
2 d)	Effective verbal and written communication skills e.g., the ability to communicate effectively and explain standard service procedures concisely, alongside excellent presentation skills	Priority 1	Application Form/Interview/Presentation
2 e)	Ability to analyse and interpret data to evaluate impact and contribute to future plans and operations	Priority 1	Application Form/Interview
2 f)	Highly competent in the use of IT e.g., proficient in the use of Microsoft Office, Word Excel, Access, Outlook etc. with experience of creating new systems for monitoring and data collection utilising MIS systems	Priority 1	Application Form/Interview
2 g)	Proven effective decision-making skills and the ability to lead and motivate staff to ensure the delivery of operational plans/objectives	Priority 1	Application Form/Interview
2 h)	Ability to maintain confidential records and manage sensitive data	Priority 1	Application Form/Interview
2 i)	Knowledge of OfS Condition E6 and other HE regulatory frameworks	Priority 1	Application Form/Interview
<b>3</b>	<b>Experience</b>		
3 a)	Credible experience of caseload management providing specialist safeguarding coordination and support, with a focus on bullying, harassment, and sexual misconduct.	Priority 1	Application Form/Interview
3 b)	Sound analytical, creative and pragmatic problem-solving skills, and experience	Priority 1	Application Form/Interview

3 c)	Credible experience working with individuals experiencing mental health difficulties including assessment of clients with multiple psychological challenges, risk assessment and high risk/crisis management	Priority 1	Application Form/Interview
3 d)	Experience and understanding of Safeguarding Legislation and practices and PREVENT	Priority 1	Application Form/Interview
3 e)	Experience of supporting individuals affected by sexual assault or harassment	Priority 1	Application Form/Interview
3 f)	Experience managing safeguarding or welfare casework in a FE or HE environment	Priority 2	Application Form/Interview
3 g)	Line Management experience and evidence of providing advice and guidance to specialist teams	Priority 2	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Emotional resilience to work calmly under pressure and have the ability to prioritise workload	Priority 1	Interview
4 b)	Work independently without close supervision within a team environment	Priority 1	Interview
4 c)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 d)	Ability to work under pressure and with constant interruptions	Priority 1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Able to work flexibly and remotely and undertake travel to meet the needs of the role and service	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on Equal Opportunities and Diversity	Priority 1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.