



# Safeguarding Consultant – training and guidance development

**Full time, permanent (Job share considered)  
£40,000 per annual**

**Majority home based, but must have the ability to travel to UK based clients and to London for staff meetings when necessary.**

## About us

---

The Social Care Institute for Excellence is a national charity with a clear vision of a society where care and support maximises people's choices, removes social inequality, and enables people to live fulfilling, safe and healthy lives.

To achieve this we research, evidence, share and support the implementation of best practice. We use this evidence and experience to shape policy and outcomes, and to raise awareness of the importance of social care and social work for creating a fair and equal society. Everything we do is informed by people with experience of care and support.

At the Social Care Institute for Excellence, we are driven by our values:

- **Progressive** – always learning and developing
- **Inclusive** – working together for equality, diversity and fairness
- **Credible** – evidence-based, robust and reliable
- **Transparent** – open and honest
- **Committed** – focused on making a difference to people's lives

This is a great opportunity to work closely as part of a small, friendly and supportive team.

## How to apply

---

To apply, please **complete the application form** or if it is not accessible; to you please send a full curriculum vitae (CV) and a covering letter explaining why you would be ideal

for this role and send it to [recruitment@scie.org.uk](mailto:recruitment@scie.org.uk) as soon as possible but at the latest by **9am on 10 January 2022**. Depending on applications received, SCIE reserves the right to bring forward the deadline. You must already have the right to work within the UK. We value diversity in our workforce and are committed to equal opportunities. If you would like to apply, please consider also completing and returning our [equality, diversity and inclusion monitoring form](#).

## Role description

---

Post:	Safeguarding consultant – training and guidance development
Reports to:	Senior Practice Development Manager
Accountable to:	Head of Research, Practice Improvement, Coproduction
Line Manages:	N/A

## Job purpose

---

The Safeguarding Consultant is a pivotal role in delivering SCIE's support to improve safeguarding. Safeguarding is one of SCIE's three strategic priorities and SCIE delivers safeguarding audits, reviews, support to draft safeguarding policies and safeguarding training.

The postholder will improve safeguarding practice by delivering safeguarding training to a range of organisations and helping organisations ensure their safeguarding policies are current and reflect good practice. The postholder will be responsible for developing SCIE's national guidance on Safeguarding for the social care sector and SCIE's internal Safeguarding policies.

This will necessitate developing social care knowledge and practice by, working with SCIE colleagues including the Learning Together Team's auditors and reviewers, as well as external agencies and representatives. It will necessitate the development and provision of resources, training, education and services, including reviews of safeguarding policies in order to educate and support those working in the social care and related sectors to improve safeguarding practice and comply with legislative frameworks.

As a small team delivering safeguarding, we are mutually supportive, energetic and committed, working closely together; we value compassion, curiosity and collaboration

with a strong focus on producing learning that is useful and useable to support on-going improvements in safeguarding.

## Key responsibilities

---

1. Develop and deliver bespoke safeguarding training to multiple stakeholders across the sector.
2. Produce and develop materials and services for customers, including reviews of safeguarding policies, and guidance for the sector based on an evidence base of good practice and current legislation and guidance.
3. Developing and maintaining relationships in order to understand the communities, organisations and sector SCIE works with to develop new and relevant safeguarding offers and respond to opportunities.
4. Lead on the delivery of commissioned work to time, within budget and to a high standard through project management involving teams of staff from both across SCIE and outside of it, using SCIE processes and systems.
5. Work with commissioners, customers, the workforce, people with lived experience and carers to ensure that safeguarding resources are appropriate and useful.
6. Inspire staff and Associates as needed, upskilling and inducting new and existing staff and Associates into SCIE's Safeguarding policies and processes, ensuring these are operationalised at SCIE.
7. Represent SCIE in a range of training forums to collaborate on work, promote and disseminate SCIE's products and services, contribute to improved practice in safeguarding through writing for publication, public speaking and the development of SCIE policy papers and improvement resources.
8. Keep own professional expertise and knowledge on legislation, policies and practice up to date in order to make an informed contribution the development of SCIE's national contribution.
9. Write high quality presentations and reports that can be delivered to senior audiences, including policy and practice briefings for SCIE staff, leadership and Board.
10. Communicate clearly and to a high standard to multiple audiences including senior leaders, practitioners, people who use services and members of the public

11. Other tasks as may be required, commensurate with the level of the post.

## General responsibilities

---

1. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
2. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
3. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
4. Show a clear commitment to working with people who use services and carers in a sensitive and non-judgmental way to facilitate positive working relationships.
5. Share in our commitment to safeguarding adults at risk of harm
6. Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy
7. Other tasks may be required, commensurate with the level of the post.

## General comment

---

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

## Person specification

---

The postholder must be able to demonstrate the competencies shown below. Competencies denoted with an **(I)** will be assessed during the interview process while those denoted with an **(A)** will also be assessed based on the covering letter and CV.

You should have:

- Demonstrable knowledge of Safeguarding Policy in relation to adult social care. **(A)**
- Experience of delivering face to face and online training and facilitating learning and reflection sessions. **(A)**
- Excellent communications skills, with the ability to present to, and facilitate discussions, with a wide range of stakeholders, including senior leaders, managers, practitioners and people who use services and carers. **(A)**
- Excellent written (to publication standard) communication skills and ability to write efficiently, in an accessible manner for the identified audience. **(A)**
- Excellent project management skills and ability to reprioritise a complex and demanding emergent and variable workload. **(A)**
- Excellent budget management skills and ability to cost and bill for work in an accurate and timely manner. **(A)**
- Experience of managing a wide range of stakeholder relationships including with people who use services, their supporters, practitioners, policy makers and research and development communities. **(A)**
- Experience of living SCIEs values. **(A)**
- The ability to work effectively from home with experience of using ICT effectively (including Microsoft Office and project management systems and tools) and use data in accordance with GDPR principles. **(A)**
- A clear understanding of, and commitment to, equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity. **(A)**
- Experience of establishing and maintaining effective, collaborative working relationships and supporting colleagues. **(A)**