

YMCA CHELTENHAM - JOB DESCRIPTION

POSITION TITLE:	Safeguarding Lead
LOCATION:	Based at Number 6, Vittoria Walk, Cheltenham but working across all YMCA Cheltenham sites.
HYBRID WORKING ELIGIBLE:	Yes
RESPONSIBLE TO:	Head of Communities, Health & Wellbeing
SALARY:	YMCA Cheltenham BAND C
HOURS OF WORK:	37.5 hours

JOB PURPOSE

The role of **Safeguarding Lead** is to act as the Designated Safeguarding Lead (DSL) and provide the main source of advice, support and expertise within the organisation in relation to safeguarding it's children and vulnerable adults it has a duty of care to. They will ensure a consistent approach across all our services, including leading safeguarding peer reviews, representing the organisation at multi-agency meetings and supporting service managers with complex cases.

The post holder will work alongside Senior Leadership to assess and deliver systemic improvements across all our services, including Supported Housing and Children & Families work, including developing reporting systems and our approach to training and continuous professional development for our staff teams.

The Safeguarding Lead will ensure the organisation meets all safeguarding expectations of our regulatory bodies, including NROSH, OFSTED and the NACCC, working collaboratively with the Regulatory and Compliance Manager and developing systems and support as directed by the Head of Communities, Health & Wellbeing.

KEY DUTIES & RESPONSIBILITIES

DESIGNATED SAFEGUARDING LEAD

As the Designated Safeguarding Lead (DSL) you will:

- Act as the main source of advice and expertise for the organisation.
- Support and advise Senior Leadership team with the development of all aspects of the organisation's response to safeguarding.
- Work alongside the Head of Communities, Health & Wellbeing to ensure that systems and procedures meet the need of all aspects of the Charities obligations towards safeguarding.

- Respond to all safeguarding concerns raised by staff by ensuring any appropriate actions and support are in place.
- Ensure all suspected cases of abuse of any child is reported to the local authority safeguarding and social care team and that response is received and recorded.
- Work alongside the YMCA Pre-School Management to ensure all OFSTED safeguarding obligations are met.
- Make sure referrals to the police are made where a suspected crime may have been committed.
- Monitor all safeguarding concerns and ensure they are recorded appropriately.
- Lead regular peer reviews with Senior Managers and Department Heads.
- Work alongside the Head of HR to ensure referrals to the Disclosure and Barring Service are made if any staff member has been dismissed, or resigned during investigation, in circumstances where there has been suspicion or harm or risk of harm to children or vulnerable adults.
- To work alongside Senior Leadership team to report any suspected abuse of a child by a YMCA Cheltenham employee or volunteer to the Gloucestershire LADO, in accordance to the YMCA Safeguarding policy.
- Attend and represent YMCA Cheltenham at multi-agency meetings, as appropriate, ensuring all actions are implemented.
- Produce regular reports for Head of Communities, Health & Wellbeing, CEO & wider leadership team and Trustees.

ADMINISTRATION

- Ensure all safeguarding records are kept appropriately, accurately and updated regularly.
- Ensure appropriate safeguarding actions and responses are communicated effectively to departments and staff teams.
- Review and develop (in conjunction with the Head of Communities, Health & Wellbeing) all aspects of the administration and responses to safeguarding concerns at YMCA Cheltenham.
- Collaborate with service managers to ensure all aspects safeguarding at YMCA Cheltenham meet the expectations of our regulators.
- Provide reports as may be required by the Head of Communities, Health & Wellbeing for distribution to YMCA Cheltenham Senior Leadership Team (SLT), Chief Executive or Trustees.
- Attend meetings as required by your Line Manager.

PARTNERSHIP WORKING

- Maintain and develop strong working partnerships with external organisations and stakeholders to enable successful delivery of safeguarding across all YMCA Cheltenham activities.

- Protect and support the reputation and good standing of the YMCA Cheltenham by maintaining positive working relationships with external and community and stakeholders.
- Attend appropriate meetings with external stakeholders and the local authority as necessary.

HUMAN RESOURCES & TRAINING

- Undertake Safer Recruitment training and support the organisation in achieving best practice in recruitment of staff and volunteers.
- Work alongside the HR department to ensure organisational safeguarding training is compliant and appropriate to support the delivery of all YMCA Cheltenham's work.
- Support the HR department to ensure the delivery of high quality and effective induction training for all new staff members and volunteers in relation to safeguarding responsibilities.
- Actively contribute to a culture of continuous improvement by way of delivering internal training, professional development and the promotion of external development opportunities in relation to safeguarding.
- Liaise professionally and constructively with the Head of HR on all HR matters.

YMCA CHELTENHAM ORGANISATION

- Promote a culture of excellence within the department in line with aspirational standards set by the organisation more widely.
- Ensure the application, delivery and reporting of Key Performance Indicators as established by the Line Manager.
- Support colleagues in the Management Team and actively contribute to the wider work of the SLT and Chief Executive in respect of the strategic direction and management of the charity.

PROFILE

- A minimum of a Level 3 professional qualification in training or organisational development is required (Level 4 is desirable).
- Experience working as a Safeguarding Lead.
- Experience of working in a safeguarding environment with both children and vulnerable adults.
- Relevant qualifications in safeguarding Children or vulnerable adults.
- Evidence of relevant Continuous Professional Development.

Competencies, Technical Skills & Experience

- Strong understanding and track record of safeguarding children and vulnerable adults.
- Knowledge of safeguarding approaches and partnership working to safeguard vulnerable children and adults.

- Experience of using digital platforms, such as CPOMS and Microsoft 365.
- Excellent presentation skills and able to engage with a wide range of audiences.
- Excellent training design and facilitation skills.
- Strong communication and interpersonal skills.
- Ability to influence, coach, and support staff at all levels.
- Analytical skills to interpret data and measure effectiveness of systems and procedures.
- Highly organised, with strong administration skills.

Personal Qualities

- **People-centred:** builds trust and understands the challenges within the organisation.
- **Facilitator and Coach:** excellent listening skills, and able to support learning and development of a safeguarding culture across the organisation.
- **Adaptable and Versatile:** adjusts communication and training styles to suit diverse audiences.
- **Collaborative & Influential:** builds trust across teams and partners; confident negotiator.
- **Organised & Resilient:** manages competing priorities, stays calm under pressure, delivers to deadlines.
- **Ethical & Professional:** champions fairness, safeguarding, and integrity in all interactions.
- **Continuous Improvement Mindset:** curious, pragmatic, and solutions

ABOUT THE ORGANISATION

YMCA Cheltenham, founded in 1855, is a registered charity and has become a leading provider of supported housing for the most vulnerable in Cheltenham and Gloucester, alongside other works such as sports facilities, affordable housing and other charitable activities.

YMCA Cheltenham is an organisation founded on Christian principles and, as such, employees may encounter behaviours, artefacts or other elements particular to or representative of the Christian faith in their workplace.

Employees are not required to adhere to the Christian faith, nor any faith, and no such consideration is made by the organisation in employment choices nor in delivering its services – however, we do expect all employees to demonstrate the list of Values shown below while in the workplace.

ORGANISATIONAL VALUES

As an organisation founded up the Christian Faith, YMCA Cheltenham draws its Values from the Bible, principally as described in Micah 6:8. Our Values are therefore expressed as follows:

OUR VALUES

YMCA Cheltenham will **OPERATE** with Equity, Integrity, Openness and Honesty.
YMCA Cheltenham will **ENGAGE** with Empathy, Kindness, Generosity and Grace.
YMCA Cheltenham will **BE** Thoughtful, Discreet, Ethical and Respectful to all.

GENERAL

This job description provides an indication of the roles and responsibilities for the post of the Property and Maintenance Coordinator. The job description should not be construed as an exhaustive list of the duties that the post holder may be asked to undertake.

The post holder will be expected to carry out any other duties which may be reasonably requested by their Line Manager.

YMCA Cheltenham is wholly committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all our staff and volunteers to share this commitment.