

Safeguarding and Health and Safety Director - Role and Responsibilities

Role summary

Responsible for the development, implementation and monitoring of organisational safeguarding policies and practice, ensuring that ACE adheres to statutory safeguarding practices across all the local authorities, and schools that it operates in.

Main responsibilities along with other Trustees / Directors

- Actively contributing to setting policy and strategic direction, defining goals, setting targets, and evaluating performance.
- Actively seeking to further the strategic objectives of ACE and always acting in the best interests of the organisation.
- Monitoring whether the organisation complies with its governing document.
- Monitoring the financial position of the organisation and ensuring that it operates within its means and objectives, and that there are clear lines of accountability for day-to-day financial management.
- Supporting the development of the organisation through participation in agreed projects.
- Committed to ensuring highest standards of governance in policies and practice related to both Safeguarding and Health and Safety and in accordance with charitable objectives, Articles of Association, and Companies and Charity Acts.
- Implementing company policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
- Ensuring long-term strategic oversight of the organisation's Safeguarding personnel and staffing requirements in relation to the overarching goals of the charity.
- Adhere to the Nolan principles of public life.

Main responsibilities of Safeguarding and Health and Safety Director

- Responsible for the development and setting of strategic direction for Safeguarding, responsible for the implementation of the organisational Safeguarding strategy.
- Produce an annual safeguarding strategy and regularly report to the Board on progress.
- Develop, implementation and adherence of safeguarding policy and procedure including incident reporting and referral.
- Be the Designated person for all Safeguarding issues a role shared between the Charity Operations Manager.
- Be the subject matter expert on Safeguarding:

- Use specialist knowledge to inform and advise the Directors and others to understand, lead and deliver the Safeguarding strategy.
- Enable teams across ACE to work to safeguarding objectives in line with overarching strategic objectives.

- Create a risk-based approach to safeguarding, considering legal, regulatory, policy and external best practice, escalating risks and updating existing policies where needed.
- Supporting the Charity Operations Manager in their role as the ACE Safeguarding point of contact for external bodies such as the Charities Commission, social services, schools, police, families and DBS, addressing safeguarding concerns, attending meetings and updating on procedural changes and compliance audits as required.
- Develop, implement, and monitor the organisational safeguarding risk register and develop a set of metrics to measure the effectiveness of safeguarding practice to analyse this information to create insights that inform the future direction of safeguarding at ACE.
- Audit the effectiveness of strategy, policy, and procedures to produce an annual report with an action plan for changes if required.
- Responsible for all matters relating to health, safety, and welfare of employees
- Ensure there are risk assessments in place for all elements of the work
- Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- To bring company related health and safety matters to the attention of the Board of Directors at regular intervals.
- To liaise with the Charity Operations Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.

Person Description

Essential

- Ability to build effective working relationships with staff and others.
- Ability to advise and support individuals at all levels within an organisation.
- Act with integrity and respect when working with others.
- Administration management skills.
- Communication skills.
- Influencing skills.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.
- Understanding and interest in mental health in children and young adults.
- Understanding of legislation, government guidance and national frameworks for safeguarding children and adults at risk.

- Experience of senior level professional experience in safeguarding management in the charity sector with knowledge and understanding of safeguarding statutory guidance and law.
- Experience of externally networking and creating benefits from bringing in best practice.
- Knowledge and understanding of all aspects of health and safety legislation, management and standards and risk management.
- Strategic thinker, excellent communicator, empathetic listener, and facilitator.
- Track record in developing lasting and trusted relationships with a broad range of stakeholders.
- Willingness to actively participate in discussions concerning Safeguarding with the Board / Trustees.

Desirable

- A relevant professional qualification in safeguarding field.
- Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex environments, prepare responses/narrative quickly and clearly and use personal initiative.
- Good interpersonal and networking skills, highly articulate team player.
- Strong people management skills.
- High degree of accuracy in executing work.
- Ability to schedule work and deliver to tight deadlines.
- Broad project experience.
- Strong communication skills.
- Experience of charity law safeguarding governance