

**Senior Safeguarding & Wellbeing**

**Officer**



**YOUNG MINDS**

# What's the problem?

**1 in 5** young people now have a probable mental health condition

**65%** year on year increase in 'Very Urgent Referrals'

**<1%** of NHS spending goes to young people's mental health

Black and Asian young people are **twice** as likely to access mental health support via a court order.

But we believe things can get better.

## Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

### **Our purpose:**

To stop young people's mental health reaching crisis point

### **Our vision:**

A world where no young person feels alone with their mental health

### **Our mission:**

To make sure all young people can get the mental health support they need, when they need it, no matter what

## Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



## Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

## Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

## Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

**Alex, YoungMinds Youth Panel**



## Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

## When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

## AJEDI at YoungMinds:

As an organisation, we have been on a journey to reflect on who we are, who we are here for, and the ways we may unintentionally contribute to inequity. For us, Anti-racism, Justice, Equity, Diversity, Inclusion and Culture (AJEDI) is not just a set of principles, it's part of who we are and how we work.

We know we don't always get it right, we are not perfect. We are however, committed to learning, challenging ourselves, and asking difficult but necessary questions.

If you are thinking about applying for a role with us, a commitment to AJEDI is essential. These values underpin our work and shape how we understand who we are here for. We don't expect you to be an expert. What we do expect is openness, curiosity, and a genuine commitment to learning and embedding these principles in your work.

We warmly encourage applications from people of all backgrounds, especially those whose perspectives and experiences are currently underrepresented at YoungMinds and across the charity sector.

## Safeguarding

Everybody has the right to be safe and to thrive no matter who they are or what their circumstances. The YoungMinds' approach to safeguarding includes the concept of a 'culture of care' which supports and promotes wellbeing and the prevention of harm. We believe that our staff, volunteers and consultants have an individual and organisational responsibility for safeguarding. We aim to embed a safeguarding ethos and practice which is both proactive and responsive towards issues of safety and wellbeing.

We ask all staff to undertake safeguarding training with us as part of their onboarding journey and their ongoing learning and development.

## When you join:

All new staff benefit from a full induction with their team, as well as our core training programme and ongoing support.

## Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.

## Our benefits:

We offer our staff a range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff from day one of employment with us.



# Benefits

<b>Benefit</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Zero Hour</b>
Holiday - 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
2 wellbeing days per year	Y	Y	Y
Employee Assistance Programme	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
Free early eye tests and money towards your glasses	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y

## Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

**Reference check:** All job offers are conditional on the receipt of satisfactory references.

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after a conditional offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

### **Identity and Eligibility to work in the United Kingdom check:**

We are obliged to confirm your identity and obtain proof of your right to work in the UK. We are currently unable to support visa applications.

**DBS check:** We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. The level required will depend on the role you are applying for and will be confirmed to you as part of the recruitment process.

We are committed to the fair treatment of all employees, potential employees and volunteers regardless of their offending background.

While we accept that applying for a role with a DBS requirement can be a deterrent for some communities, we actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with a criminal record.

For further information about how we manage the recruitment of people with a criminal record, please refer to our Recruitment of people with a criminal record policy.

# Completing a YoungMinds employee application

If you have any questions about completing the application form / the application process, please contact the People team at [recruitment@youngminds.org.uk](mailto:recruitment@youngminds.org.uk).

We strongly recommend you look through the YoungMinds website before starting the application form.

## Introductory Statement

In the person specification on the job description below, you will see sections titled Experience, Qualifications, Training, Skills, and Abilities + Knowledge/Understanding. You will see that some of these have a tick that show they are the bits of information we are looking for to shortlist from. These criteria are also highlighted in the campaign, in the section that begins “candidates will be shortlisted on the basis of...”

The easiest and most effective way to approach your introductory is to take each of those shortlisting criteria and use them as headers for sections of your statement.

Under each, you can tell us how you meet that requirement, using examples where you can.

At the end, maybe tell us why the role and YoungMinds interest you. Thanks so much for taking the time.

## Employment History

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the introductory statement section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

## Qualifications

Ensure to include all relevant qualifications and level achieved.

## Skills

Please provide details as requested.

## Certifications, licenses and training

Please give details of any training courses you have completed. Please also state whether you are a member of any professional bodies, indicating your level of membership and qualification.

# Completing the application form

## JOB DESCRIPTION

<b>Job title:</b> Senior Safeguarding & Wellbeing Officer	<b>Salary:</b> £37,813 to £42,015 per annum
<b>Hours:</b> Full Time, 1.0 FTE (occasional evenings and weekends)	<b>Based at:</b> London Bridge (Minimum 1 day per week)
<b>Reports to:</b> Senior Safeguarding Manager	<b>Direct Reports:</b> Zero-hour Support Workers
<b>Budget responsibility:</b> No	<b>Contract type:</b> Maternity Cover (12 months)

### Key relationships:

You will work closely with the Senior Safeguarding Manager, and alongside the Senior Safeguarding Officer. You will also work with the Youth Participation Team and with our Youth Support Workers and Lead Safeguarding Officers.

### Job purpose:

The Senior Safeguarding & Wellbeing Officer will lead the delivery and ongoing development of wellbeing support for young people participating in our programmes. Working closely with Programme Leads in the Youth Participation Team, the role will respond to emerging needs and ongoing safeguarding or wellbeing concerns to enhance young people's experience and enable their safe, meaningful participation.

The Senior Safeguarding & Wellbeing Officer will play an active role in building and embedding an organisational safeguarding culture of care by supporting with the operational elements of safeguarding, including contributing to risk assessments, supporting DBS processes, and providing safeguarding advice and guidance to colleagues.

This role will focus on three primary areas of work:

- 1. Providing support and advocacy for young people with complex mental health, wellbeing and safeguarding needs to access statutory and community services:** leading referral processes with community and statutory services when young people need help navigating systems, and identifying key partners and groups we can work with or refer to in order to meet young people's needs outside of our remit.

2. **Delivery of a proactive wellbeing programme for young people on our programmes that focuses on radical care and connection:** supporting young people through drawing on a range of approaches to scaffold care around young people on our programmes to engage in advocacy, leadership, activism and campaigning work in a way that supports them to be whole their whole selves. Developing relevant tools and resources where necessary to upskill staff in supporting young people's wellbeing.
3. **Supporting safeguarding and wellbeing practice across the organisation:** strengthening the skills, culture, systems, processes, partnerships and resources that enable safe and effective work with young people cross-organisationally.

This role requires strong anti-oppressive youth work experience and a confident understanding of the principles of inclusive and justice-led practice, as well as excellent communication skills with young people and young adults of different ages and learning styles. Critical to this role is building trusting relationships with young people across our programmes, in order to support young people to access community resources and take the active lead in their wellbeing and support.

This role also requires strong knowledge of safeguarding practice, particularly in relation to safeguarding and planning of youth engagement activities/events and understanding wellbeing versus safeguarding thresholds.

#### **Key responsibilities and duties:**

- Provide short-term wellbeing support to young people on Youth Participation programmes, including check-in calls relating to contextual, complex, or emerging wellbeing needs.
- Advocate for young people where additional support is needed, including referral follow-up, liaison with professionals, support to understand and communicate needs and rights, and crisis planning where appropriate.
- Share safeguarding information appropriately, both within the organisation and with other agencies, organisations and practitioners.
- Apply YoungMinds' procedures for keeping records of concerns, incidents and referrals.
- Act as a point of contact for staff delivering programmes, providing guidance and sense-checking on wellbeing approaches, boundaries, and appropriate offers of support for young people.
- Identify when young people's needs fall outside YoungMinds' scope or remit, and support colleagues to identify appropriate partners, services, or referral pathways
- Support and sign-off risk assessment processes carried out by teams across the organisation for all events involving young people or where other risks are identified.
- Support the delivery of bespoke safeguarding and wellbeing training and resources alongside the Senior Safeguarding Manager, using your great communication skills in person and online
- Deputise for the Senior Safeguarding Manager, representing the safeguarding team at internal and external meetings and other events where necessary.
- Support the Senior Safeguarding Manager to carry out internal and external safeguarding audits.

- Support with the allocation of Lead Safeguarding Officers at YoungMinds events and activities and act as an on-call Lead Safeguarding Officer, including on some evenings and weekends.
- Line management of zero-hours Support Workers allocated to Youth Participation activities.
- Respond to external queries received by the YoungMinds Enquiries inbox which require wellbeing or safeguarding input.
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post.

### **Our approach to work at YoungMinds:**

- Work in accordance with the organisation's Vision, Mission and Values and all policies and procedures.
- Champion the voice of young people and value of their lived experience to deliver change, actively seeking to increase their involvement in the organisations and your team's work.
- Support a culture of care for staff, volunteers and the young people we work with, including appropriate responsibility for safeguarding and following the organisation's policy and procedures at all times.
- Champion and support the organisation's commitment to anti-racism, justice, equity, diversity and inclusion (AJEDI).
- Contribute to the culture of YoungMinds by joining in our events and activities, including supporting our fundraising.
- Understand and actively seek to evolve the organisations and your team's use of technology to improve our effectiveness and meet the needs of young people.
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data.
- Any other reasonable duties as specified by your line manager or members of the executive team to support the work of the charity, compatible with the nature and grade of this post.
- Support and embed a culture of care for employees, volunteers and the young people we work with, demonstrating appropriate responsibility for Safeguarding of individuals and the work of YoungMinds.

## PERSON SPECIFICATION

Job title: Senior Youth Wellbeing Officer

Experience	To be assessed via application	To be assessed at interview	To be assessed via task
Experience of providing wellbeing and safeguarding advice to professionals working with children and adults.	X	X	
Experience of safely providing direct support to young people experiencing mental health difficulties, including young people who face mental health crises or active suicidal ideation.	X	X	
<b>Skills and abilities</b>			
Ability to confidently assess risk and to make time-sensitive decisions.	X	X	
Ability to cope with an emotionally demanding workload, remain calm and empathetic and respond appropriately to anxiety, confusion, distress and anger.	X		X
Ability to manage difficult conversations and appropriately challenge poor practice in relation to work with children, young people and adults at risk.		X	X
Excellent organisational skills, including maintaining safeguarding records and systems.	X		
<b>Knowledge/ Understanding</b>			
Understanding of contextual safeguarding practice, and demonstrates a flexible, proactive, inclusive and holistic approach to safeguarding and wellbeing practice.	X		X

Knowledge of current legislation and safeguarding thresholds for children and adults.		X	
Clear demonstration of understanding and care about building safe and inclusive spaces; commitment to AJEDI principles and an accountable working culture.		X	X