

Senior Safeguarding Officer

Young Minds



What's the problem?

1 in 6 children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

Half of all mental health problems manifest by the age of 14, with **75%** by age 24.

3 in 4 children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

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.

Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

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.

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.

NB: A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

Identity check: We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

When you join:

All new staff benefit from a full induction with both the People department and their team, as well as our core training programme, ongoing support and personal development

Probationary period:

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



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

Benefit	Full Time	Part Time	Zero Hour
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
Employee Assistance Programme	Y	Y	Y
Regular activities such as Lunch and Learn and Book Club	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

Benefits

Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People team (atrecruitment@youngminds.org.uk).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

Personal details and availability

Fill out this section making sure all details are correct.

Education and qualifications

Ensure to include all relevant qualifications and level achieved.

IT skills

Please provide details as requested.

Training

Please give details of any training courses you have completed.

Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

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 Statement of Suitability section.

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

Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

Completing the application form

Completing a YoungMinds employee application form

Referees

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 an 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.

Completing the application form



JOB DESCRIPTION

Job title: Senior Safeguarding Officer	Salary: £36,712 to £40,791 per annum (pro rata)
Hours: 28 hours pw (0.8 FTE)	Based at: London Bridge Office/hybrid working
Reports to: Senior Safeguarding Manager	Number of Direct reports: None
Budget responsibility: No	Contract type: Permanent

At YoungMinds, we believe that how we do things is just as important as what we do. Our values are therefore fundamental to who we are. Developed with our staff and with young people, they give us confidence that not only will we deliver the huge ambitions of our strategy, but that we will do so in the right way.

Our values drive everything we do – the decisions we make, the actions we take, the partners we choose and the way we treat each other. They are our statement to the world about what matters to us, but just as importantly, they are how we hold ourselves accountable for our own behaviour.

Key relationships:

Report to and work closely with the Senior Safeguarding Manager. Regularly work and share learning and best practice with staff members with specific safeguarding responsibilities. Work with and develop excellent working relationships with all internal colleagues and external contacts as and when required.

Job purpose:

The purpose of the role of Senior Safeguarding Officer is to work closely with the Senior Safeguarding Manager to provide colleagues with expert and confident support and advice when safeguarding concerns arise, ensuring that our policy and procedures are followed at all times.

As YoungMinds' Senior Safeguarding Officer, you will play a key part in helping to promote the safety and wellbeing of everyone who comes into contact with YoungMinds – whether that's via our Activist programme, our campaigns, individual and corporate fundraising, our Parents Helpline, social media, training and service design work or any of the charity's other activities. It's a role that engages with colleagues across the organisation, at all levels, and will give you the opportunity to contribute to YoungMinds' 'culture of care' approach to safeguarding.

You will build excellent, trusting relationships with teams where safeguarding concerns are most frequently managed, and be available to guide them, and all other staff and volunteers, in their day-to-day practice, as well as when a safeguarding emergency arises. When necessary, you will confidently use your knowledge of safeguarding and child/adult protection thresholds to take appropriate actions, including creating and maintaining high-quality records, signposting, and referring cases to statutory bodies for investigation. You will frequently provide support out-of-hours where YoungMinds activities are happening in the evenings, weekends or overnight.

Key responsibilities and duties:

- Provide safeguarding advice and direction to staff and volunteers and take over the management of cases if necessary. This can include highly sensitive, time-critical decision making where the safety and wellbeing of an individual is at stake
- Also includes offering debriefing to members of staff who have/had a safeguarding concern
- Manage referrals to the NSPCC, Social Care, the police and other organisations where appropriate
- Apply YoungMinds' procedures for keeping records of concerns, incidents and referrals
- Manage the on-call workload of the Safeguarding team and Lead Safeguarding Officers
- Sign-off risk assessments created by teams across the organisation for all events involving young people or where other risks are identified.
- Share safeguarding information appropriately, both within the organisation and with other agencies, organisations and practitioners
- Help the Senior Safeguarding Manager deliver the safeguarding priorities according to the Safeguarding Action Plan, taking the lead on areas where responsibility is delegated

- Work closely with the People & Culture team to organise regular safeguarding induction training for new starters, and annual refreshers for all staff and volunteers
- Deliver bespoke safeguarding training alongside the Senior Safeguarding Manager, using your great communication skills in person and online
- Share experiences and learning with Lead Safeguarding Officers and other relevant staff
- Deputise for the Senior Safeguarding Manager and represent 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
- Champion, contribute to and invest in YoungMinds' 'culture of care'
- Manage the planning of out of hours safeguarding support by YoungMinds' team of Lead Safeguarding Officers, and be on-call on a frequent basis
- 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 organisation's 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 organisation's 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.

PERSON SPECIFICATION

Experience	To be assessed via application form	To be assessed at interview	To assessed via task
Experience of providing safeguarding advice and support to professionals working with children and adults.	X	X	X
Experience of administration and systems management	X	X	
Experience delivering training and/or advice to build the skills, confidence and understanding of others at all levels within the organisation.	X	X	
Skills and Abilities			
Ability to confidently assess risk and to make time-sensitive decisions.	X	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	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 and demonstrates a flexible, inclusive and holistic approach to safeguarding practice		X	X
Knowledge and understanding			
Strong knowledge of current safeguarding and child/adult protection legislation, guidance and thresholds.	X	X	
Clear demonstration of understanding and care about building safe and inclusive spaces; commitment to AJEDI principles and an accountable working culture.		X	X