

Senior Corporate Safeguarding Officer

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Senior Corporate Safeguarding Officer

Position in the organisation

Reports to the Corporate Safeguarding Manager.
Member of our Practice and Compliance team.
Part of our Dementia Support and Partnerships directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

We are looking for an exceptional individual who will support the development and delivery of the corporate safeguarding function across the Society, ensuring that people at risk are supported to remain safe and have timely access to appropriate support and intervention, in line with legislative requirements and good safeguarding practice.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

Team working

- Work closely with the Corporate Safeguarding Manager and the Safeguarding Case Manager to deliver a holistic approach to Safeguarding throughout the Society.
- Develop good working relationships with relevant Managers in other directorates to deliver a safeguarding function at corporate level.
- Work closely with the Senior Corporate Safeguarding Officer and provide cover for them, as required.
- Support the business-as-usual work and projects carried out by the Corporate Safeguarding Manager, as required.

Quality Assurance and Service Improvement

- Support the establishment of quality assurance functions to oversee the delivery of corporate safeguarding responsibilities across all directorates, ensuring that policies, procedures and best practice are in place in the delivery of safeguarding across procurement, event management, supporter engagement, and other corporate functions.
- Support the development, implementation and review of training, monitoring, quality assurance and other strategies to enhance and develop corporate safeguarding practices making safeguarding 'everybody's business'.

Learning and Development

- In conjunction with the Society's practitioner learning framework, deliver as required bespoke learning opportunities for people across the Society in relation to safeguarding practice, legislation, policies, and guidance.
- Co-ordinate the work of Safeguarding Champions and volunteers, including the provision of training, tools and support to embed short-, medium- and long-term strategic plans for safeguarding and MCA across the Society, and ensure wider communications are well managed.
- Working in conjunction with the Learning and Development Team, provide opportunities for continual professional development across the Society relating to best practice in safeguarding, through a range of mediums such as, provision of reflective spaces, surgery's, written blogs, webinars, etc.

Expertise and Project work

- Support the research on safeguarding adults at risk and contribute to subsequent analysis, reporting and policy / procedures development.
- Support the research and identification of safeguarding gaps and risks at a corporate level.
- Lead and/or support projects initiated by or related to aspects of Corporate Safeguarding.
- Support the development and implementation of the organisation's safeguarding strategy and policies.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
A minimum of 3-years' experience of working as a case worker or project officer within a safeguarding field across health, social care organisation or the charitable sector.	A/I
Demonstrable knowledge of the statutory, regulatory, and legislative frameworks associated with safeguarding. Detailed understanding of issues around consent and capacity.	I
Extensive experience of advising and supporting others on a range of corporate safeguarding issues, and demonstrable skill in supporting staff to take necessary actions to secure the protection of beneficiaries.	I
Experience of creating safeguarding training modules and delivering safeguarding training, either face to face or online, with content tailored to the needs of the audience.	A
Extensive experience of managing improvement projects including a variety of stakeholders and often conflicting interests.	A/I
Experience of or demonstrable ability to provide high quality, management information reports for senior colleagues around corporate safeguarding activity to ensure safeguarding governance at the highest level is possible, supported and informed.	A/I
Experience in developing and implementing corporate strategies and safeguarding procedures and policies.	A/I
Proven track record of developing effective partnerships and joint working both internally and externally with outcomes that benefit service users and builds the reputation of the Society as a leader in safeguarding excellence	A/I
Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.	A

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I

Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave