



- Job Title:** Safeguarding Manager
- Salary:** £32,730.50 - £36,311.00
- Location:** Across BLGC sites and hybrid working
- Reports to:** Deputy CEO
- Contract:** Permanent
- Hours:** 35 hours varied work pattern

The Charity

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people's charity based in Bolton. Established in 1889, our mission statement is "to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most".

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we've set ourselves a target to help more young people than ever.

Our Vision and Mission

Vision

Every young person in Bolton has the opportunity to be the best they can be.

Mission

We will provide great places to go, positive things to do, and people that care.

Our Key Principles

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.

BLGC Enriching Young Lives
Infinity 18 Spa Road Bolton BL1 4AG
01204 540100 | info@blgc.co.uk | blgc.co.uk

Registered Charity No: 1051292





- Be exceptional in the moments that matter.

Our Values

Driven

We don't give up and we do whatever it takes.

Empowering

We enable people to be the best they can be.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Caring

Genuine people who care make the difference.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

About the role

You will lead on developing a culture of safeguarding requires across the charity and influence the strategic and operational focus. Key to this will be drive and develop on organisational practice and implement and manage change to systems, policies and procedures. You will take the lead on safeguarding audits, quality assurance standards, and a safeguarding developmental plan.

You will be responsible for ensuring we are compliant on safeguarding training and all charity commission and other regulators requirements (NHS, Ofsted) around safeguarding and safer recruitment. You will lead on any investigations around staff and volunteers were there is a safeguarding concern and work with other agencies such as LADO, childrens services and the police.

You will need to be flexible in the hours worked to ensure that all teams have access advice, support and learning. Resilience, a willingness to learn and develop and keep up to date with the changing systemic landscape and key to this role.

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Main Responsibilities

1. **Champion a person centred approach to safeguarding.** Ensure a culture of listening where children and adults at risk of harm should feel heard, supported and part of actions to promote their welfare.
2. **Advise, support and report to the senior / leadership team.** Provide expertise to the leadership of your organisation, ensuring safeguarding is understood, on the agenda at all levels and good governance is promoted.
3. **Work closely with the Senior Leadership Team/board of trustees and Deputy CEO** to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
4. **Report regularly to the management committee/board of trustees** on issues relating to safeguarding and child protection, to ensure that child protection is seen as issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
5. **Primary safeguarding contact.** Whether internally, for children or young people, or external agencies, you are the point of contact for all safeguarding concerns, allegations and incidents. As the primary source of advice and support, consideration should be given to the DSLs availability and who else can be contacted if they are unreachable.
6. **Promotion of quality and care.** Where appropriate coordinate and / or delivery supervision and support for workers involved in the delivery of safeguarding referrals. This includes the recording, holding and sharing of information, relevant to data protection legislation and regulations.
7. **Promote appropriate learning and development.** Advising on necessary training and development needs as well as ensuring internal training on organisational specific practices to upskill workers on effectively carrying out their safeguarding duties.
8. Take a lead role in developing and reviewing BLGC's safeguarding and child protection policies and procedures.
9. **Coordinate relevant policies, procedures and safeguarding resources.** In addition to ensuring they are in place and reviewed appropriately, you should raise awareness of their existence and impact internally and externally where relevant.
10. **Manage referrals, interagency working and case management.** Liaise with key safeguarding agencies around cases involving children and adults at risk of harm, as well as the Disclosure and Barring Service as needed.
11. **Maintain own skill and development.** Advocating for resources needed to ensure you are familiar with current practices, issues, legislation and the distribution of that knowledge.



12. **Develop, maintain and review the organisational plan for safeguarding.** Ensuring a comprehensive approach to all elements of safeguarding outlined in as key responsibilities to ensure excellence and ongoing development of safeguarding.
13. **Take lead on investigations on staff and volunteers** when there are allegations or concerns.
14. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
15. **Take the lead on audits on quality assurance** in line with regulators requirements and charities plans.
16. **To keep children and young people safe**, in line with BLGC policies and local authority arrangements around safeguarding and always promoting a culture and environment where young people feel safe and protected.
17. **To adhere to policies** on equal opportunities, confidentiality, data protection, the management of sharing information and health and safety.
18. To undertake any other work requested by your line manager.

About us

BLGC were the first youth organisation to be awarded 'Youth organisation of the year' by UK Youth and we are the proud recipient of the Queens Award, amongst other prestigious awards. Our charity has a strong reputation locally, regionally, and nationally. We are ambitious and aspirational and are growing.

All staff have free access to our high-quality gym during the day. You will also be enrolled into our pension plan and have access to free holiday club child-care. We offer flexible working, provide refreshments, and fruit on site and have a wellbeing offer for you to access at times when you may need it. We have a fantastic track record for professional development and training opportunities, we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

Fancy joining the team?

To apply please download our application form from the vacancies section on our website www.blgc.co.uk or email recruitment@blgc.co.uk.

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application for the selection process.

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- In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS

Please note that CVs will not be considered.

PERSON SPECIFICATION

	Essential ✓	Desirable ✓	Method of assessment ✓
Qualifications			
Advanced level Safeguarding certificate	✓		A
Relevant recent training on Safeguarding including Prevent Duty, FGM, CCE, CSE, Domestic Abuse	✓		A
GCSE Mathematics and English	✓		A
Experience			
Minimum of 2 years' experience working as a DSL in a Youth work/Community Health/Social Care/education/Voluntary sector setting.	✓		A
Safeguarding experience, training and qualification(s)	✓		A
Experience in using online monitoring system	✓		I
Experience of advising and supporting staff on child welfare, safeguarding, KCSIE and Child Protection matters.	✓		A
Demonstrable experience of understanding the issues that impact children and young people	✓		A
Ability to work closely with other agencies and organisations.	✓		A
Experience as a successful team leader	✓		A
Experience in writing policies under the safeguarding umbrella		✓	A
Knowledge and Skills			
Solid knowledge and understanding of safeguarding policies and procedures and statutory guidance.	✓		I
Computer literacy and ability to self-serve in administrative tasks.	✓		A
Ability to write reports with data and narrative to a range of audiences	✓		I
Ability to work on own initiative, manage time effectively, prioritise own workload and work to tight deadlines.	✓		A

	Solid knowledge and understanding of all safeguarding policies and practices, including statutory guidance	✓		I
	Knowledge of support services available to young people and their families in Bolton		✓	I
Personal Attributes				
	Prepared to work regular unsocial hours e.g. evenings / weekends	✓		I
	Ability to work under pressure, prioritising conflicting demands and managing multiple tasks.	✓		I
	Commitment to Excellence	✓		I
	An understanding of and commitment to equal opportunities and anti-oppressive practices with a non-judgemental attitude.	✓		I
	To work within the Vision and Values of Bolton Lads & Girls Club.	✓		I
	The ability to foster and maintain good relationships and work effectively with school stakeholders and external agencies;	✓		I
	Must be a driver with a full licence and have access to a car.	✓		A
	Good WIFI and a confidential space to work from home where necessary	✓		A

Method of Assessment Key:

- A Application Form
- I Interview