The Eikon Charity is Surrey’s leading charity supporting children and young people to overcome difficulties, become resilient and develop into confident adults who contribute positively to their communities

We are looking for people with passion and expertise to drive the charity forward and help us continue to be a leading provider of early intervention in Surrey.

**We offer a range of benefits to employees including:**

5 weeks holiday a year

Sick pay

Safeguarding training

Flexible working where role allows

Location: Offices New Haw, Surrey or Home based

Length of Contract: Permanent

Hours: Part Time, 20 hours per week over 5 days (Mon to Fri)

Rate of pay: £12,533.33 (FTE £23,500)

Responsible to: Designated Safeguarding Lead

**Main purpose of Job**

As part of the Safeguarding Team, this post will support the Designated Safeguarding Lead

in providing effective training, leadership and management that assists the Charity to deliver its safeguarding strategy, priorities, policies and aims to promote and protect the welfare of children at risk of harm.

**Key areas of accountability include:**

**Planning and Development**

* Support the Designated Safeguarding Lead in managing and leading the team to effectively implement the Safeguarding Strategy
* Support the Designated Safeguarding Lead in ensuring that all Safeguarding policy and procedure documents are updated yearly and accessible to all Eikon staff and, where appropriate, to the general public
* Support the Designated Safeguarding Lead with relevant administration systems, such as, the effective use of data recording system (EVIDE); Safeguarding training logs; Safer Recruitment, checking of all Charity employees and workers are DBS checked and baseline trained in Safeguarding according to their role
* Support the Designated Safeguarding Lead in supporting the operation of the Charity with new initiatives, projects and events that have safeguarding implications

**Delivery**

* Produce periodic statistical Safeguarding information to Eikon’s SMT that can be used to inform on status of young people’s safe engagement in all Eikon activities
* Effectively manage any safeguarding incidents and concerns, manage the Safeguarding Register and enter all case information onto the Eikon database
* Support the Designated Safeguarding Lead in ensuring compliance on current legislation and any statutory legislative changes which may impact on the charity
* Provide a first response and initial guidance to Eikon practitioners on Safeguarding matters

**Workforce development**

* Support the Designated Safeguarding Lead and HR Manager in providing regular safeguarding training as part of Eikon’s Learning and Development program. Particularly focusing on safeguarding processes
* Develop appropriate materials and organise learning and development for Eikon Staff

**Other responsibilities**

* Providing regular management information, writing reports and presentations
* Undertake any other duties reasonably required by the Head of Safeguarding

**Person specification - Key skills, experience and knowledge**

We are looking for applicants that have a real passion to support young people who are full of enthusiasm, knowledgeable and have a welcoming approach and personality.

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| --- | --- | --- |
| Criteria | Where will this be assessed? (application form, interview) | Essential/ Desirable |
| Experience | Experience of working in a youth work, safeguarding, health, and/or social care organisation | Application form | E |
|  | Experience of safeguarding policy and procedure implementation including knowledge of local legislation and regulation and relevant enforcement bodies | Application form and Interview | E |
|  | Experience of planning, delivering and evaluating effective training programme to a variety of professionals | Application form | E |
|  | Experience of delivering training and awareness to a diverse audience | Application and Interview | D  |
|  | Experience of working with young people | Application form | E |
|  | Experience of working in a charity | Application form | E |
|  | Experience of liaising effectively with frontline staff and managers | Application and Interview | E |
| Skills & Competencies | Highly empathetic and have excellent communication skills | Interview | D |
|  | Knowledge of safeguarding and its importance | Interview | D |
|  | The ability to perform the role confidentially and in a sensitive manner  | Interview | E |
|  | Willingness to keep abreast of and feedback on local safeguarding issues  | Interview | E |
|  | Excellent verbal and written communication | Application and Interview | E |
|  | Knowledge of relevant legislation, guidance, policy and procedures in respect of children and vulnerable adults | Interview | E |
|  | Excellent report writing and presentation skills | Interview | E |
| Other |  |  |  |
| For applicant wishing to be homebased | Ability to work at home if applicant wants – private space for desk and computer equipment | Application and interview | E |

**Eikon is committed to safeguarding and prompting the welfare of young people and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process.**

**An offer of employment will be subject to an approved Enhanced DBS and Barring Disclosure.**

**Applications**

If you are interested in applying for the role, please visit our website: [www.eikon.org.uk](http://www.eikon.org.uk) where you will find all the information and the application form.

If you have any questions, please contact TeamAdmin@eikon.org.uk

**Closing date for applications: 18 September 2020**

If you have not heard from us by 02 October 2020 you were not shortlisted for interview. We do not provide feedback on applications.

**First interview date: week commencing 05 October 2020**

We are happy to provide feedback to unsuccessful candidates who attended an interview upon request.