

IntoUniversity Safeguarding Manager

November 2023

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO.

We're an award-winning charity that runs local learning centres in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential.

As the UK's leading university access organisation, our staff team is helping thousands of young people each year. We have forty-one centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

We are looking for people to take up an important role in our safeguarding team as a Safeguarding Manager. This role will be crucial in supporting our delivery team to safeguard the young people we work with and help ensure that **IntoUniversity** provides a safe environment for all of our young people at all times.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **IntoUniversity**.

If you believe that all young people deserve the chance to develop their talents regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.

A handwritten signature in black ink that reads "Rachel Carr". The signature is fluid and cursive, with a long, sweeping underline.

The role at a glance



The role at a glance

Contract

Part-time, 4 days a week (0.8 FTE), permanent

Start date

As soon as possible, to be agreed with the candidate

Working hours

Mon and Thurs: 09:30-18:00
Tues, Weds, Fri: 09:00-17:30

We're happy to discuss your preference for the non-working day but we would like the successful candidate to work on Fridays.

You will also be able to work from home one day a week.

(Some out-of-hours work will be required from time to time - for example, out of hours safeguarding phone cover for an enrichment event)

Location

Could be based in one of the following offices: London, Bristol, Nottingham, Leicester, Leeds, Bradford, Hull, Birmingham, Norwich, Great Yarmouth, Clacton, Weston-Super-Mare, Manchester, Kirkby

Salary

£37,500 FTE (£30,000 pro rata)
£39,700 FTE inclusive of £2,200 London contribution if based in London (£31,760 pro rata inclusive of £1,760 London contribution)

Annual leave

33 days (inc bank & public holidays)
+ additional 2 closure days in December
+ additional length of service entitlement (one day per year of service, up to 5 days)

Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

Key Dates

Closing date

10am on 14th December 2023

Interviews

18th December 2023
(please do make every effort to attend the interview on this date)

Please note that we will be assessing applications on a rolling basis and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.

Vetting and training

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England, and to a PVG scheme membership check if selected for this role in Scotland.

The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).

The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of Disclosure Scotland's code of practice [here](#).



What training will I receive?

You will begin with a blend of formal induction training and on-the-job training when you take up the role in order to learn everything you need to prepare you for your role.

External appointees will take part in elements of training starting on 8th January 2024 over a four week period alongside members of our Graduate Scheme cohort in London. Support with accommodation and travel costs will be also provided during this training period if candidates not based in one of our London centres.

During your employment you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

Please contact jobs@intouniversity.org for more information

Application and selection process



Application and selection process

The first stage is to complete our online application form by **10am on 14th November 2023**.

You can find the link to the online application form [here](#).

You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role. (Not more than 600 words.)
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the **Into**University values of Talent, Quality, Compassion, Aspiration and Teamwork.

Please note that we will be assessing applications on a rolling basis and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.

We will invite shortlisted candidates to an interview on Monday 18th December.

All those invited will participate in a panel interview. Please make every effort to attend the interview on this day.

You can read about the qualities that we're looking for on the following pages of this job description.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>



**Who are we
looking for?**



Who are we looking for?

We are looking for people who can demonstrate our values: **Talent, Quality, Compassion, Aspiration** and **Teamwork**.

Talent:

At **IntoUniversity**, we value and recognise the talent of every person.

Are you someone who enjoys motivating others by reinforcing their self-belief? We need staff who will believe in our young people and support them to succeed. You will also be ambitious to enhance your own professional development.

Quality:

At **IntoUniversity**, we complete everything to the highest possible standard

Are you someone who is hard working and has the commitment to see things through?

We need people who take pride in their work and complete tasks to the best of their abilities. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You will also have the ability to plan, prioritise tasks and meet deadlines.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? We need team members who can support our staff members with disclosures or concerns and respond in a way which is attuned to the pastoral needs of our students.

Aspiration:

At **IntoUniversity**, we behave aspirationally and positively

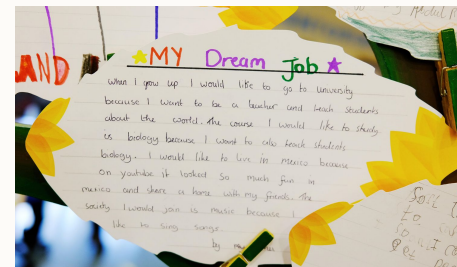
Are you someone who has a positive outlook? We are looking for someone who has excellent communication skills to interact positively and professionally with our staff members, families, partner schools, external stakeholders and outside agencies.

Teamwork:

At **IntoUniversity**, we promote teamwork and togetherness

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will be kind and supportive of colleagues, students and stakeholders.

You will also be committed to building an inclusive culture in which everyone is valued for the unique people they are.



Eligibility for the role

In order to be eligible for the role, applicants must:

Have achieved a grade C/ grade 4 or higher in GCSE Maths and English/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).

Have previous experience (voluntary or paid) of working with children or young people in a safeguarding capacity.

Have a secure knowledge of key legislation and statutory guidance on safeguarding and promoting the welfare of children.

Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).



Please contact jobs@intouniversity.org for more information

The main duties of the role



What will my main duties be?

Job Purpose

We are fully committed to safeguarding and promoting the welfare of young people and adults. You will work closely with the Head of Safeguarding, the Safeguarding team and the Senior Operations Team to provide a safe environment for all young people and families.

With the support of the Head of Safeguarding, the Safeguarding Manager will contribute to the development of safeguarding policies, training, procedures and guidance to promote the welfare and protection of children and young people.

Alongside the safeguarding team, you will manage the coordination of referrals, arranging action and ensuring accurate monitoring and recording.

To act as one of the Deputy Designated Safeguarding Leads of the charity with the following key responsibilities:

Managing safeguarding concerns from the staff team

- Responding appropriately, and in a timely manner to disclosures or concerns which relate to the wellbeing of a young person
- Acting as one of the first points on-call when staff have concerns about the safety or wellbeing of a young person (this support will primarily be given via phone)
- Providing guidance to staff who are managing safeguarding cases on the frontline. This may include meetings or phone calls with staff to help them decide the steps they are taking to safeguard the young people and adults they are supporting
- Where required, advising and liaising directly with colleagues when they need to consult the local authority or other statutory agencies and ensure they have access to all necessary information
- Supporting staff members to refer students to outside agencies and coordinate referrals
- Escalating safeguarding concerns when an adequate response has not been reached
- Supporting staff to understand their local safeguarding procedures, practices and referral thresholds
- When appropriate, occasionally attending and participating in Team Around the Family meetings, Child Protection Conferences and Planning and Review meetings, working closely with Children's and Adult's Services as required, some of which may take place out of normal working hours. Where appropriate supporting and coaching staff members to attend such meetings when appropriate.
- Maintaining confidentiality and following information sharing protocols
- Exemplary working relationships with key partners is essential

What will my main duties be?

Record keeping, reporting and monitoring

- With support from the Head of Safeguarding, monitoring and checking that staff are maintaining accurate, confidential and up-to-date documentation on all cases of safeguarding, are reporting where required and closing cases when appropriate
- Alongside the Safeguarding Team, ensuring all follow-up actions on active cases are acted on in a timely manner and coordinating the closure of cases across the network of centres
- Liaising with other members of the Safeguarding Team about cases that require ongoing monitoring
- Ensuring that all record keeping and information sharing is in line with data protection guidelines with support from the Data Protection Lead
- Escalate concerns to the Head of Safeguarding and the most serious concerns to the Trustee Board and Senior Management Team

Policy

- Work with the Safeguarding Team to ensure all safeguarding policies and procedures are implemented
- Ensuring that IntoUniversity is compliant with statutory guidance including 'Working Together to Safeguard Children', 'National Guidance for Child Protection in Scotland' and the Care Act
- Alongside the Head of Safeguarding, attending external safeguarding training and briefings to ensure IntoUniversity is kept abreast of changes in legislation or best practice

Staff Training and development

- Planning, delivering, developing and reviewing safeguarding training for staff with support from the Safeguarding Team
- Developing new training material on specific safeguarding areas, such as FGM, radicalisation and e-safety

General

- To ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Working with the Head of Safeguarding to implement and manage projects from the safeguarding strategy that will improve the quality of safeguarding at IntoUniversity
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- To undertake duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility and scope of this post
- To maintain the highest professional standards, conduct and act as a role model in the organisation

Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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