

APEX HOUSING ASSOCIATION**EMPLOYEE SPECIFICATION****POSITION:** Safeguarding Manager**DATE:** April 2024

| CRITERIA | ESSENTIAL | DESIRABLE |
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| EDUCATION/ QUALIFICATIONS/ ATTAINMENTS | <p>Professional Social Work qualification and registered with NISCC And A minimum of 3 years post qualifying social work experience in any health and social care setting working with vulnerable adults.</p> <p>OR</p> <p>QCF Level 5 in a Health and social care And A minimum of 5 years post qualifying management experience in a health and social care setting working with vulnerable adults and have formal adult safeguarding experience.</p> | Post Qualifying /PIP Award |
| RELEVANT EXPERIENCE | <p>Experience in Adult Safeguarding and the management of cases reflecting high levels of risk, uncertainty and challenge within Health and Social Care</p> <p>Experience in undertaking the lead in Adult Safeguarding investigations and processes.</p> <p>Knowledge of Child Protection legislation and guidelines</p> | <p>Designated Adult Protection Officer/Investigating Officer experience.</p> <p>Adult Safeguarding Champion experience</p> <p>Adult Safeguarding/Child Protection trainer</p> <p>Experience in Child Protection services</p> |
| SPECIALIST KNOWLEDGE/ TRAINING | <p>Demonstrate knowledge of the Regional Adult Safeguarding policy and procedures</p> <p>Demonstrate Knowledge of Child Protection policy and procedures.</p> <p>Demonstrate knowledge of legislation, policies, procedures, and statutory functions relating to a variety of vulnerable adults impacting upon Adult Safeguarding work</p> <p>Have experience of overseeing and supporting governance and quality assurance systems and processes</p> <p>Knowledge of auditing processes and the skills required for effective auditing.</p> <p>Demonstrate the ability to interrogate,</p> | Demonstrate an understanding of the role of the Adult Safeguarding Champion within Health and Social Care services. |

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| | <p>analyse and use data to determine outcomes.</p> <p>Demonstrate a commitment to the learning and development of others through mentorship, support, and training.</p> <p>Good IT skills</p> | |
| PERSONAL SKILLS | <p>Excellent communication skills and the ability to adapt communication styles to varying audiences.</p> <p>Excellent organisational skills.</p> <p>Demonstrate good interpersonal and leadership skills to a high professional level.</p> <p>Demonstrate experience of and the ability to lead change through people.</p> <p>Ability to work collaboratively and effectively with a range of diverse stakeholders.</p> <p>Demonstrate the ability to interrogate, analyse and use data to determine outcomes.</p> <p>Excellent record keeping skills.</p> | |
| DISPOSITION | <p>Empathetic to vulnerable adults</p> <p>Understand personalisation and its application within a safeguarding context.</p> | |
| CIRCUMSTANCES | <p>* Hold a current driving licence which is valid for use in the UK and have access to a car on appointment</p> | |

* This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements

Completed application forms must be returned
Personnel and Training Department
10 Butcher Street, L'Derry, BT48 6HL