

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Safeguarding Coordinator
RESPONSIBLE TO:	Head of Safeguarding
RESPONSIBLE FOR:	N/A

JOB SUMMARY:

The Safeguarding Coordinator will play a key role in embedding a positive safeguarding culture across all Foundation activities. The postholder will support the coordination of safeguarding concerns, safer recruitment, training compliance and safeguarding quality assurance, whilst working closely with managers, Designated Safeguarding Leads (DSLs) and external agencies to ensure children, young people and adults at risk are protected and supported.

MAIN DUTIES:

Direct or Indirect responsibility

Duties/Responsibilities	
• Coordinate the reporting, recording and initial review of safeguarding concerns, allegations, incidents and wellbeing concerns. • Maintain accurate, confidential and auditable records of safeguarding concerns, actions, referrals and outcomes. • Support safeguarding investigations, liaising with the wider Safeguarding team and relevant internal and external agencies as required. • Support external safeguarding referrals and information sharing processes in line with safeguarding procedures and statutory guidance. • Provide practical safeguarding advice and guidance to staff and volunteers, referring complex matters to the appropriate safeguarding lead. • Support managers and coordinators to complete and regularly review participant Individual Risk Assessments, Personal Emergency Evacuation Plans (PEEPs) and reasonable adjustments where required. • Act as a point of contact for safeguarding advice, support and escalation. • Jointly coordinate the development, review, approval and central recording of risk assessments for all Foundation programmes, venues, events and activities. • Undertake planned safeguarding quality assurance visits across Foundation delivery sites, recording findings, agreeing improvement actions and monitoring completion. • Monitor safeguarding compliance standards and provide feedback to managers on areas for improvement.	

- Assist the Head of Safeguarding & Wellbeing in reviewing safeguarding policies, procedures and guidance. - Support the implementation of safeguarding action plans arising from audits, inspections, incidents or reviews. - Contribute to monthly safeguarding reports, identifying trends, emerging themes, overdue actions, training compliance and recommendations. - Produce safeguarding compliance information for audits, inspections and governance groups. - Support the monitoring of safeguarding performance indicators and action plans.	
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PERSON SPECIFICATION

Essential or Desirable Requirement

Qualification/Education	E	D
- Recognised safeguarding qualification - Training in risk assessment and accident or incident investigation - Qualification in Mental Health, Trauma-Informed Practice or Wellbeing - Evidence of continuing professional development in safeguarding practice. - GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	E E E E	D

Experience	E	D
- Experience of working with children, young people and/or adults at risk. - Experience working within sport, education, charity, health, community or youth sector settings. - Experience of managing, recording or contributing to safeguarding concerns, referrals or investigations. - Experience supporting external referrals to statutory agencies. - Experience of handling sensitive and confidential information appropriately. - Experience of undertaking safeguarding audits, quality assurance visits or compliance reviews. - Experience of providing safeguarding advice, guidance or support to colleagues, volunteers or stakeholders. - Experience contributing to policy development and organisational improvement initiatives. - Experience of maintaining accurate records and using digital reporting systems. - Experience of developing safeguarding resources, awareness campaigns or learning materials. - Experience of working collaboratively with managers and operational teams to improve safeguarding practice. - Experience of supporting safer recruitment activities	E E E E E E E	D D D D D D

• Experience of identifying risks and contributing to risk assessments or risk management processes. • Experience of working within football, community sport or Foundation environments. • Experience of producing reports, monitoring compliance or analysing trends and themes. • Experience of delivering safeguarding training or workshops.	E	D
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Specialist Training	E	D
• Designated Safeguarding Lead Training • Safeguarding Children Training • Safeguarding Adults at Risk Training. • Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE) Training. • Prevent Awareness Training • Trauma-Informed Practice Training • Contextual Safeguarding Training • Domestic Abuse Awareness Training • Mental Health First Aid	E E E	D D D D D D D D

Aptitude or Skill	E	D
• Excellent verbal and written communication skills. • Ability to build positive professional relationships across teams and departments. • Strong organisational skills with the ability to manage competing priorities. • Ability to analyse information, identify risk and make proportionate recommendations. • Ability to maintain confidentiality whilst demonstrating sound professional judgement. • Competent in producing reports, audits and safeguarding documentation. • Commitment to continuous learning and professional development. • Ability to work independently while contributing effectively as part of a team. • Experience of delivering presentations, workshops or staff training. • Strong data analysis capability to identify trends, emerging risks and areas for improvement. • Understanding of governance, quality assurance and continuous improvement processes.	E E E E E E E E	D D D D D D D D

Personal Characteristics	E	D
• Passionate about safeguarding and promoting the welfare of children, young people and adults at risk. • High levels of integrity, professionalism and personal accountability. • Resilient and able to manage sensitive and emotionally challenging situations.	E E E	

• Proactive and solution-focused approach to problem solving. • Strong attention to detail and commitment to maintaining accurate records. • Commitment to equality, diversity, inclusion and creating psychologically safe environments. • Ability to challenge poor practice constructively and professionally. • Commitment to promoting a positive safeguarding culture across the Foundation.	E	
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Special Terms

Special Conditions
Working pattern to be agreed in advance – 35 hours per week (full time)
Working in different locations This post will be based at NUCASTLE, NE4 6BQ with travel around the northeast region to schools and community venues. Flexible working and some home-based working to be agreed.

In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

GENERAL STATEMENT

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

SAFEGUARDING & WELFARE STATEMENT

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore all convictions, including all spent convictions that may not be subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

EQUALITY STATEMENT

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

DECLARATION

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.