

# Safeguarding and Welfare Manager

## Job Specification

Date created: April 2025

### JOB DESCRIPTION

Employment status: Permanent, part time

Hours: Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role has part time hours of 27 per week. Ideally, these hours would be covered Monday to Friday, but working pattern can be discussed at interview

Location flexibility: The place of work for this role is **Split** between the Horizons office in Reading and your home, with **two** days per week spent at Horizons. A remote place of work may be possible and can be discussed at interview

Please note the following:

- When you work at Horizons you must attend on core office days only
- Core office days are Tuesday, Wednesday, and Thursday
- The building is closed to staff on Fridays
- On a Split contract you cannot attend the office on a Monday, unless you have worked a minimum of 3 other core days in the office
- Working at home is only possible if your environment meets certain conditions – see the **Attachment** to this Job Specification document – and if not, you need to work at Horizons

If you wish to work remotely, please ensure you mention this within your application

If a remote place of work is agreed, all work must be undertaken within the UK. You may, on occasions, be asked to attend the Horizons office to attend business-critical meetings or training events

Department: Student and Registry Services

Line manager: Richard Higgins, Head of Disability and Welfare

### Role summary

The Disability and Welfare team provide information, advice, and guidance to all students to ensure they are safe and well supported throughout their studies. As the Safeguarding and Welfare Manager, you will directly line manage the Welfare Officer and provide guidance and leadership to the wider Safeguarding Team, ensuring UCEM's safeguarding provision is effective and compliant with all safeguarding regulations.

You will work with the wider Safeguarding Team to ensure students are safe from harm and aware of the risks associated with studying online. You will act as the UCEM's Deputy Designated Safeguarding Lead (DDSL), meaning you will stand in for the DSL when required and,

# Job Specification

when necessary, you will escalate concerns to the local authority. You will be responsible for managing the day to day running of the Safeguarding Team to ensure UCEM students are safeguarded. You will provide training to all staff and enhanced training to key members of staff, liaising with senior leaders across UCEM to establish an effective culture of safeguarding across the whole organisation.

As the Safeguarding and Welfare Manager, you will ensure UCEM's adherence to statutory and regulatory requirements. You will regularly review safeguarding policies and procedures, communicating these along with any other developments to the wider organisation. At times of inspection, you will act as the lead source of expertise on safeguarding matters.

## Role accountabilities and responsibilities

- Act as Deputy Designated Safeguarding Lead (DDSL) for UCEM.
- Manage the day to day running of the Safeguarding Team.
- Work with the local Prevent Coordinators to ensure students and staff are aware of current risks at a local and national level.
- Manage a caseload of students with complex safeguarding concerns, making decisions and working with external partners to follow cases through to conclusion.
- Monitor student safeguarding and welfare queries and cases, ensuring responses are conducted in a timely manner.
- Support student facing staff to deliver low risk welfare interventions.
- Make decisions in safeguarding cases and follow cases through to conclusion.
- Develop and embed activities that will shape our institutional culture in relation to safeguarding, prevent, gender-based violence, harassment, hate crime and bullying.
- Ensure safeguarding records are maintained and up to date, ensuring compliance with data protection regulations.
- Support team members to make referrals on to adult or child social care when necessary.
- Maintain and monitor training for staff covering Safeguarding, Prevent, Bullying and Harassment and Specialist Safeguarding Officer training.
- Develop and continuously review policies and procedures relating to Safeguarding and Welfare.
- Provide expertise to governing bodies within UCEM such as Apprenticeship Quality Monitoring Committee, Research Ethics Committee, the Board of Trustees and quarterly business reviews.
- Develop online resources to help staff and students with safeguarding and welfare support and guidance.
- Where necessary complete Prevent risk assessments and action plans to be submitted to the Office for Students.
- Support with the delivery of UCEM's Mental Health Strategy.
- Lead the UCEM Fitness to Study process.
- Monitor data to measure the impact of welfare and safeguarding support and to identify and action any trends in safeguarding issues at UCEM.
- Keep up to date with Safeguarding, Prevent, and Welfare legislation, funding eligibility, best practice in the sector and other professional guidelines to ensure your knowledge and skills are up-to-date and aligned with regulatory requirements
- Any other reasonable duties, as directed by your line manager.

Line management responsibility:	YES Number of direct reports: 1
Budget responsibility:	NONE
<u>In this role you will liaise with:</u> Students; Apprenticeship Team; Academics; Senior Leadership Team; Student Services and Academic Registry; Finance; Academic Support and Enhancement Team	

# Job Specification

## PERSON SPECIFICATION

Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Designated Safeguarding Lead training within the last 2 years	X		X	X	
Evidence of CPD relevant to Safeguarding and Prevent		X	X	X	
Degree level qualification		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Working in Safeguarding in the Further or Higher Education sector	X		X	X	
Management of complex Safeguarding and Welfare cases	X		X	X	
Producing policies and procedures for a variety of audiences	X		X	X	
Experience of working as a Designated Safeguarding Lead in Further or Higher Education		X	X	X	
Line management and leading a team		X	X	X	
Developing and delivering training		X	X	X	
Working with external support agencies such as adult social care, to deliver safeguarding interventions		X	X	X	
Experience of delivering pastoral support online		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Knowledge of current legislation and Higher Education institution responsibilities relating to Safeguarding, Prevent and Data Protection	X		X	X	
Ability to maintain accurate safeguarding records to the required standards	X		X	X	
In depth knowledge of the challenges experienced by university students, particularly relating to mental health and welfare	X		X	X	
Ability to manage difficult situations sensitively, compassionately and in a timely manner	X		X	X	
Understanding of Ofsted inspections	X		X	X	

# Job Specification

Ability to lead reflective practice discussions and encourage good practice sharing	X		X	X	
Strong interpersonal skills and the ability to build relationships with remotely based students and staff	X		X	X	
Ability to think independently to adapt quickly to changing pressures and demands whilst maintaining accuracy and professionalism	X		X	X	
A strong sense of resilience, with the ability to listen and respond to students sharing distressing personal circumstances	X		X	X	
Ability to collate and analyse data on student outcomes, using this data to inform decision making	X		X	X	
Digital skills: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint	X		X	X	
<b>Other requirements or special requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>A</b>	<b>I</b>	<b>T</b>
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: <a href="https://www.ucem.ac.uk/core-values/">https://www.ucem.ac.uk/core-values/</a>	X			X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	
A commitment to CPD and a desire for a career in Safeguarding and Welfare Support	X		X	X	

## PAY & BENEFITS

- Actual salary £30,857 per annum (£40,000 Full Time Equivalent).
- 26 days paid holiday (rising to 28 with service) plus paid bank/public holidays plus up to 5 paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the People's Pension salary exchange scheme (the term we use for salary sacrifice). You may opt out of salary exchange but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).
- Wellbeing support and full access to the Employee Assistance Programme, as well as the Thrive Mental Wellbeing app. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available

# Job Specification

and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.

- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

*On the Join the team page of our website, you will find the full list of employee benefits at UCEM*

## APPLICATION PROCESS

**IMPORTANT!** All job applications must be sent to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application.

To apply for this role, please send the following to [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk) (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability\* for the role; AND
3. A completed **Recruitment Check Form** which is available from the *Current vacancies* page of our website.

The above items constitute a complete job application.

\*We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our **Sustainability Strategy**: <https://www.ucem.ac.uk/sustainability/>

If you are an existing UCEM employee, we request you inform your current line manager of your intention to apply for this role.

**NO AGENCIES:** We are not using agencies for this vacancy, and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

## Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Richard Higgins on 0118 467 2036 or email [r.higgins@ucem.ac.uk](mailto:r.higgins@ucem.ac.uk)

For any other enquiries please contact HR on 0118 467 2454 / 2433 or email [recruitment@ucem.ac.uk](mailto:recruitment@ucem.ac.uk)

# Job Specification

## Closing date and next steps

Wednesday 23 April 2025 at 5.00 p.m.

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

## Interview details

Dates for interview will be advised to you later in the process.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office, especially when this is your place of work.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

## Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

## Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

# Job Specification

## Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **common-sense principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise, you will be required to work in the office at Horizons.

### General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

### Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN.**
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.