

# APPLICATION PACK

Post: Manager Safeguarding



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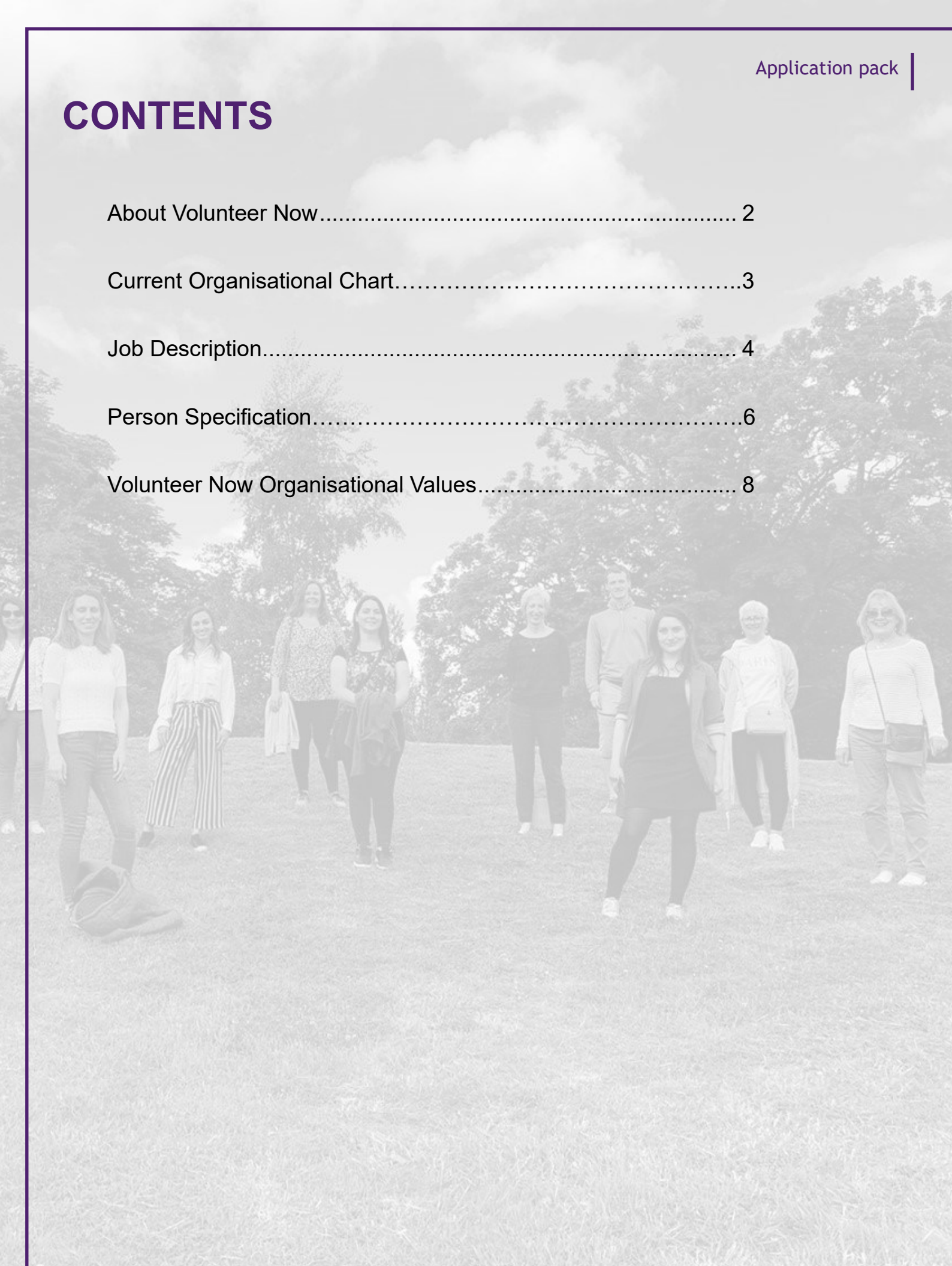
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# ABOUT VOLUNTEER NOW

**Volunteer Now** promotes, develops and supports volunteering across Northern Ireland. Our work enhances recognition for volunteers, provides access to opportunities and encourages people to volunteer. We provide information and support to volunteer involving organisations on volunteer management, governance and on all areas of safeguarding children, young people and adults at risk.

Our **Community Engagement Team** provides support to all things volunteering. We work with individuals and organisations to promote and encourage volunteering. We support organisations to make sure that they are able to involve volunteers effectively.

<http://www.volunteernow.co.uk/volunteering>

Our **Community Projects Team** oversees a range of volunteer involving projects including befriending, driving and capacity building for older people's groups <https://www.volunteernow.co.uk/volunteering/volunteer-with-us/>

We have an **Events** team that recruits and manages the volunteers for major events in Northern Ireland. We are looking forward to recruiting and managing the volunteers at the forthcoming All Ireland Fleadh in 2026 and 2027.

<https://www.volunteernow.co.uk/volunteering/event-volunteering/>

The **Volunteer Now Safeguarding Team** provides support for organisations with both child and adult safeguarding and has worked across Ireland and the UK.

<https://www.volunteernow.co.uk/organisations/safeguarding/>

**Volunteer Now Enterprises Ltd (VNE)** is a social enterprise company which supports the work and activities of the charity, Volunteer Now. VNE offers training for volunteers and organisations, provides assessment against quality standards including Investing in Volunteers (IIV), consultation and research services, and all forms of bespoke support to volunteer involving organisations.

<https://www.volunteernow.co.uk/volunteer-now-enterprises-ltd/>



This is only a brief summary of the work of Volunteer Now so please visit our website for more [www.volunteernow.co.uk](http://www.volunteernow.co.uk) or follow us on social media.



[Volunteer.Now](https://www.facebook.com/VolunteerNow)



[Volunteer.Now](https://www.instagram.com/VolunteerNow)

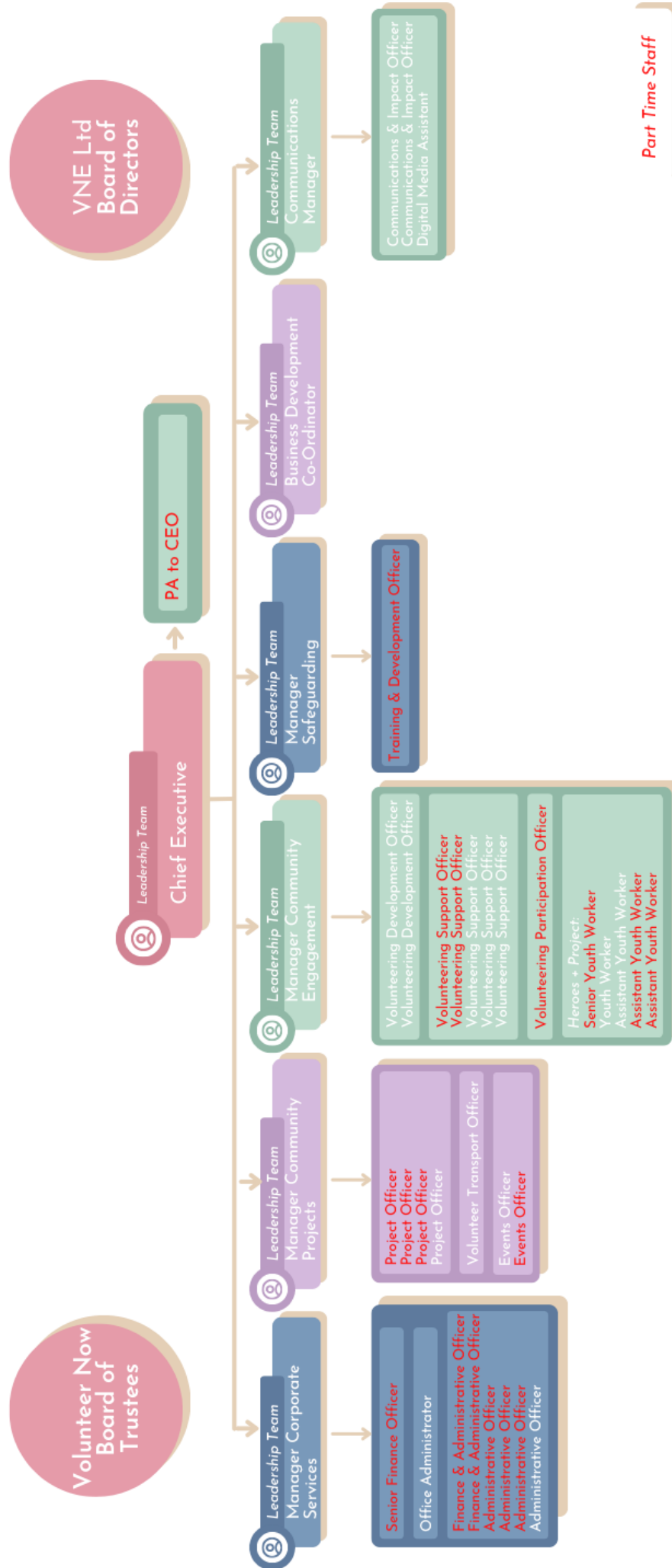


[VolunteerNow1](https://www.x.com/VolunteerNow1) & [VNEnterprise](https://www.x.com/VNEnterprise)



[VolunteerNow1](https://www.youtube.com/VolunteerNow1)

# CURRENT ORGANISATIONAL CHART



Part Time Staff

# JOB DESCRIPTION

**Job Title:** Manager Safeguarding  
**Responsible to:** Chief Executive  
**Salary Range:** starting at £36,294 p.a.

## Summary of Main Responsibilities

Provide leadership for Volunteer Now's safeguarding function, developing and shaping good practice and training support, policy development and driving business development growth. As part of the Leadership Team, help steer the organisation's work and strategic direction.

## Key Responsibilities

### Strategy and Leadership

- Active membership of Leadership Team including supporting communication, strategic and operational planning, risk management, monitoring and reporting and responsibility in decision making, including deputising for the CEO as required.
- Measure, monitor and report performance against key performance indicators and outcomes to drive improvement.
- Strengthen the credibility of the organisation through effective external representation.

### Staff Management

- Lead, motivate, support and develop an effective and cohesive staff team.
- Set and monitor targets in line with operational objectives and manage performance including annual staff reviews.
- Agree leave and absence in line with operational requirements and record on Breathe HR.
- Support staff learning and development.
- Participate in recruitment and selection procedures in line with organisational policy.

### Financial Management and Budgetary Responsibility

- Contribute to setting budgets and control/review as required.

### Business Development

- Proactively identify and develop new initiatives and opportunities for income generation.

### Safeguarding

- Manage and develop safeguarding contracts and initiatives including overseeing training schedules.
- Identify and target potential new markets and customers, identifying their needs and provide cost effective quotations and proposals in response to requests from organisations for safeguarding services, including completion of tenders/funding applications.
- Provide and ensure dissemination and promotion of information on safeguarding at a regional and local level.
- Proactively identify, seek out and build effective partnerships with a range of businesses, community, voluntary and statutory organisations on matters of safeguarding.

- Monitor and respond accordingly to changes in the external environment e.g. online safety, policy and legislation that may impact on safeguarding services.

### **Any Other Duties**

- Championing and supporting good practice in volunteering and safeguarding.
- To represent Volunteer Now at meetings as appropriate.
- To promote all Volunteer Now policies including Equal Opportunities Policy, Safeguarding Policy etc. and abide by these at all times.
- Contribute to effective communication across the organisation.
- Work within and contribute to the values, aims and objectives of the organisation.
- Undertake such other reasonable duties as may from time to time be required.

<b>Contract of Employment:</b>	Permanent
<b>Holidays:</b>	22 days per annum. In addition, statutory/public holidays in accordance with Volunteer Now policy will also be granted. After one year this rises to 25 days and then a further 1 day per year to a maximum of 30 days.
<b>Pension:</b>	A flexible retirement pension scheme is provided with Volunteer Now contributing 4.5% of gross salary per annum. You are eligible to join the scheme once probationary period is completed satisfactorily.
<b>Hours of Employment:</b>	35 hours per week. Reasonable hours outside this (the nature of the work means that evening and weekend work will be required during events therefore the working hours will be across Monday -Sunday, as applicable) are required to fulfil the obligations associated with the post.
<b>Travel &amp; Subsistence:</b>	Current rates are available from the Corporate Services Manager.
<b>Location:</b>	An office base is available in Belfast (will be required to travel to other locations as necessary). Staff will be required to support the work of the organisation across all of its areas. A hybrid working policy is in place to facilitate home working as part of this post.
<b>Flexibility:</b>	Volunteer Now offers hybrid working and flexible working and family friendly policies.
<b>Career Development:</b>	Training & Development opportunities are provided.

# PERSON SPECIFICATION

Applicants must have demonstrable evidence of the following qualifications, core competencies and additional requirements:

## Essential

### Qualifications

Relevant third level qualification or equivalent experience within the last 3 years.

### Additional Requirements (Essential)

- Experience of managing safeguarding cases.
- Experience of making safeguarding referrals and liaising with safeguarding agencies.
- Experience of managing a busy team, including leadership skills, strategic planning and the ability to build relationships, both internal and external.
- Excellent communication skills.
- The ability to problem solve.
- Excellent organisational and time management skills.
- Hold a full driving licence and/or access to a form of transport which will enable the post holder to carry out the duties of the post effectively.

### Additional Requirements (Desirable)

- Social work qualification or experience.
- Training qualification or experience.
- Leadership qualification or experience (ideally in safeguarding).

# PERSON SPECIFICATION

## Core Competencies

Candidates will be required to establish through the recruitment process that they meet the following core competencies:

- **Delivering Excellence** (Focus: quality outcomes, learning, continuous improvement)
- **Thinking Outside the Box** (Focus: innovation, resourcefulness, creativity)
- **Working Together** (Focus: connecting, collaborating, building relationships)
- **Getting Things Done** (Focus: decision making, planning and organising, working independently)

# VOLUNTEER NOW ORGANISATIONAL VALUES

## Organisational Values

