

THE MIX

Recruitment Safeguarding Officer



About The Mix

The Mix is a free, confidential support service for under 25s - making a massive difference to over 4 million young people in the UK each year. Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. It connects young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

Today's young people face an unprecedented range of challenges. They are possibly the first generation worse off in physical and emotional terms than their parents. The Mix's mission is to ensure that every young person can make informed choices about their wellbeing – wherever and whenever they are: www.themix.org.uk

Vision, Mission and Values

What we do: The Mix is here to take on the embarrassing problems, weird questions, and please-don't-make-me-say-it-out-loud thoughts that people under 25 have in order to give them the best support through our digital and phone services.

Vision: To be the first point of contact for under 25s. We know that with the right skills and opportunities, you can take on anything that life throws your way.

Mission: To empower everyone under 25 in the UK with the knowledge, skills and confidence to make the right first steps in life. Life is hard, but support doesn't have to be.

Values:

- **Empowering** - we lead, we train & support, we respect, we give space to grow, we give power to chose
- **Brave** - we innovate, we pioneer, we take risks, we tell it how it is
- **Supportive** - we listen, we encourage, we care, we're understanding, we are empathetic
- **Collaborative** - we are open & transparent, we co-create, we respect experience and expertise
- **Proactive** - we create situations, we make things happen, we get things done
- **Non-judgemental** - we do not judge, we do not criticise, we do not blame

Job Description

Job title: Senior Safeguarding Officer

Department: Services

Reporting to: Chief Operating Officer/ matrix management with Head of Services

Overall Purpose of the job: To deliver the Mix safeguarding duties and to oversee its systems, policy & approach to safeguard children, young people & young adults, along with the safeguarding team.

Key areas of responsibility:

Safeguarding delivery:

- To be a point of escalation and provide internal debriefs and emotional support to staff, volunteers or young people involved in a safeguarding concern.
- To help coordinate, review and record safeguarding concerns, investigations or external referrals to service outside of the Mix, particularly for third party disclosures we have judged necessary to break confidentiality.
- To provide administrative and logistical support for the Mix's safeguarding activities including coordination of On-call Rota, External Supervision groups, and writing or reviewing case notes and meeting minutes.
- To be a member of the Mix's Safeguarding Team & On-call team and a point of contact for staff across the organisation who have a safeguarding concern.
- To liaise with Safeguarding partners to follow-up with key agencies involved in safeguarding young people, including emergency services.

Training & Communication:

- To support with the regular communications to the staff team regarding safeguarding at the Mix, including the staff and volunteer newsletters.
- To coordinate the records of safeguarding compliance across the organisation; DBS checks, safeguarding e-learning and safeguarding/on-call training.
- To facilitate the Mix specific safeguarding training alongside other members of the safeguarding Team.
- To provide additional resource to the volunteering & training and youth voice team by delivering helpline training and co-design sessions to young people as required.

Policy development

- Supporting the youth voice team to recruit, plan and facilitate co-design workshops with young people to ensure that young peoples are included in the development of our safeguarding policies
- To support the work of the Mix's Safeguarding Review Steering Group (SRSG) to ensure our safeguarding policies incorporate youth voice & the needs of staff.
- To support the Safeguarding team with the creation, development and review of the Mix's safeguarding policies & processes in conjunction with the Mix Safeguarding Team & Board of Trustees.

Person Specification

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Essential

- Previous experience of directly safeguarding children & young people
- Good understanding and experience of safeguarding, confidentiality and safe working practices across a digital service
- Previous experience of offering reflective practice, debriefs or emotional support to staff & volunteers involved in safeguarding children, young people or adults.
- Experience of liaising and engaging with external agencies and services involved in safeguarding, including emergency services, social care & other sector partners.
- Experience of developing and facilitating training to staff, volunteers & young people.
- Passion for working with young people and experience and knowledge of the issues they face
- Desire to give young people the platform to shape and direct their own future
- Project management experience
- Excellent people skills, adaptable and flexible in manner and approach with an understanding of how to motivate and develop staff
- Excellent written and verbal communication, as well as good listening skills with the ability to communicate with empathy and understanding
- Excellent organizational and administration skills and able to work on your own initiative and as an active team member
- Critical thinking, strategic planning and problem-solving skills

Desirable

- Experience of safeguarding young people at key transition points, particularly from young people (16-18) to young adults (18-25 years old).
- Good general technical knowledge with an understanding of the opportunities associated with new technologies
- Experience of delivering online participation sessions

Terms and Conditions

Salary:	£27,000
Contract:	Temporary for 12 months with a potential to extend
Location:	Office based in central London (Old Street) with flexible arrangement to work from home
Pension:	4% employee contribution secures 4% employers' contribution to stakeholder pension scheme.
Hours:	This post is full-time, Monday to Friday 9:30pm-5:30pm. Additional evening and weekend work may be required for which time off in lieu will be given.
Annual Leave:	You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year.

Benefits:

- Eyecare vouchers
- Life assurance
- Weekly staff socials, plus Summer and Christmas Party
- Central London location
- Clinical supervision offered for front line services staff
- Coaching Environment
- Learning, development and training options

How to apply

To apply, please send through a short summary of how your relevant work experience matches the Safeguarding Officer role (up to 500 words) and the answers to the four questions as outlined below to workforus@themix.org.uk

1. Please describe your experience of developing and implementing a safeguarding policy (350 words)
2. Please describe how you would manage a safeguarding case where a young person has disclosed abuse from a person in a position of trust (400 words)
3. How do you manage multiple priorities and look after your health and well being in periods of high stress (300 words)
4. Why is it important that The Mix engages young people in every aspect of our work? (250words)



Have a look at our social media

