



JOB DETAILS

Title:	National Safeguarding Manager
Duration:	Full Time and Permanent
Salary:	€50k to €56k per annum
Reporting to:	Head of National Services (with dotted lined accountability to the Secretary General)

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

The National Safeguarding Officer within the Irish Red Cross with primary responsibility for managing and reporting concerns about children and vulnerable persons and for putting into place procedures to safeguard children and vulnerable persons in the Irish Red Cross. To oversee/ensure implementation of the relevant IRC policies for staff and volunteers/members and to act as a liaison to IRC members on issues such as safeguarding children and adults at risk of abuse in consultation with the National Safeguarding Committee.

ROLE RESPONSIBILITIES

- Promote a culture of safeguarding (children and adults at risk of abuse) within the Irish Red Cross.
- Mandated person in respect of Children First Act 2015
- Authorised Garda Vetting Liaison Person.



- Report to and liaises with Statutory Authorities regarding safeguarding concerns.
- To act as the first point of contact for all safeguarding enquiries.
- Act as the organisation's Information source and support resource to and for members of the organisation, through deep familiarisation with Children First and IRC Safeguarding Statement and Policy.
- Ensure legislative compliance with vetting procedures and co-ordinate implementation of vetting related administration at national level. Through deep familiarisation with vetting procedures..
- Promote awareness of the Irish Red Cross policies and procedures on child protection and safeguarding to the Red Cross members at all levels of the organisation as well as to staff and liaise with relevant third-party bodies as appropriate.
- Coordinate, assist with the development of and where appropriate, deliver safeguarding training at all levels with the organisation in conjunction with the National Safeguarding Committee.
- Provision of the 'On call service by holding the organisations 'Safeguarding phone' into the evenings and over weekends. (on an 8am to 8pm basis)
- Provide regular briefings and (where needed) out of hours reporting to Secretary General on matters of Safeguarding and Child Protection.
- Liaison with Chair of National Safeguarding Committee to ensure work of Committee is supported and progressed.
- Support the Chair of the NSC to ensure NSC meetings happen and support the Chair with relevant reports and minutes of same and implementation of agreed actions.
- Manage the development of a system of record keeping which maintains confidentiality while allowing for appropriate reporting on progress and appropriate information to be passed to relevant authorities where necessary.
- Drive and contribute to the review and development / updating of safeguarding and child protection procedures, policies and practices at all levels within the organisation ensuring they remain compliant with relevant national policy,



legislation and regulation, including equality and anti-discrimination legislation and observe national/international good practice principles.

- Submit any new or reviewed/updated safeguarding procedures, policies and/or practices through the Secretary General, for approval by the Board of the Irish Red Cross.
- Work closely with the Head of Compliance and Legal to ensure integration between the associated need/requirements of the organisation's compliance and legal functions with the Safeguarding work.
- Complete any reviews or reports needed by the Secretary General or board in relation to safeguarding and associated work across all levels of the organisation.
- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria



- At least 3 years' experience (paid or voluntary) of working in a similar role with Safeguarding and Child Protection responsibilities..
- A high level of proven organisational ability and administrative and IT skills
- Excellent communication/presentation skills (verbal and written)
- Deep understanding of safeguarding/child protection procedures and policies including legislative requirements as applicable in the ROI
- Relevant Educational Qualifications
- Strong interpersonal skills including the ability to liaise with a range of personnel (such as young people, volunteers & parents).
- Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.
- Ability to work out of normal office hours when required.
- The post holder will be required to have a clean drivers licence (class 2 insurance) and the appointment will be subject to Garda vetting.
- Ability to respect confidentiality of service users at all times and remain responsive to their specific needs, adhering to the IRC confidentiality policy.

Desirable Criteria

- Knowledge of the Society and of its mission and values
- Experience working with volunteers
- Experience working with voluntary committees

EXPERIENCE/SKILLS & KNOWLEDGE

1. Leadership and strong organisational skills;
2. Excellent communication skills, both written and verbal, in individual and groups situations.
3. Empathetic and Pragmatic approach
4. Experience of lone working and ability to use own initiative.
5. Project Management skills
6. Proficiency in using Microsoft Office suite;
7. Excellent interpersonal skills.



FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

sstanley@redcross.ie

Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications is 12th May 2023

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

It is intended to hold initial interviews for this role on week commencing 22nd May 2023.

Please note that there may be a second round of interviews.