

Unit 12, Maple Estate
Stocks Lane
Barnsley
South Yorkshire
S75 2BL

1. POSITION

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| 1.1 Job Title: | Safeguarding Officer |
| 1.2 Company: | Brass Bands England |
| 1.3 Location: | Home-based or National Office (Barnsley) |
| 1.4. Hours of Work | Up to 2.5 days per week (17.5 hours). Flexibility around weekend and evening work is essential. |
| 1.5 Salary | £25,000 per annum (pro-rata) - up to £12,500 actual |
| 1.6 Expenses | Travel and other reasonable expenses incurred in performing the role will be provided |
| 1.7 Holidays | Up to 12.5 days per annum plus UK Bank Holidays |

2. PLACE IN ORGANISATION

Reports directly to the Relationship and Partnership Development Manager and will present monthly reports relating to job activity, hours worked and expenses for approval to the CEO.

3. GENERAL

Working as a key member of the BBE team, the post holder will support the development and delivery of the BandSafe safeguarding programme and the BBE BOPA used for Child Performance Licensing (CPL). This will include delivery of Safeguarding training, offering advice, supporting member bands' responses with reports of abuse and carrying out inspections of events to support the provision of the BBE BOPA. There will also be need on occasion to support the general work of BBE in delivering on the targets set by Arts Council England. This role is split between administrative duties, actively organising and delivering events, and making member band activity inspections. The post holder will also be required to display excellent levels of customer service, presentation skills and a strong level of flexibility to support the wider team's activities.

4. DESCRIPTION OF JOB CONTENT

4.1 Objectives

- To deliver the BandSafe Training Course, and any other future courses on similar topics.
- To liaise with NSPCC, or other relevant organisations to ensure course content and online resources are up to date.
- To liaise with development staff in maximising the reach of Brass Bands England's work within the brass band and wider communities.
- To liaise with existing staff in managing the day-to-day operation of the BandSafe programme and administration of BBE's BOPA. This will include managing the booking and marketing of BandSafe Training events and monitoring usage via the online tools already developed. There will also be a requirement to co-ordinate the inspection of events using the BBE BOPA within the requirement of its awarding. This will be under the direction of the project lead (currently the Relationship and Partnership Development Manager).
- Co-ordination of membership interaction with BBE website for the purposes of the BOPA.
- Co-ordination of BBE's social media activities relating to the advertisement of the programme.
- To play a supporting role in the BBE team's wider targets to support other staff when required.
- To provide support and promote the wider work of Brass Bands England at events when required.
- To work closely with the Brass Bands England team, volunteers and consultants on all relevant projects as defined by the Chief Executive Officer.

4.3 Person Specification

The Safeguarding Support Officer should possess:

- An ability to deliver training material in a confident and competent manner.
- An ability to work as part of a team and to act professionally and respectfully at all times.

- An ability to process correspondence and documents within existing rules and procedures.
- An ability to work accurately and effectively to tight timetables and under pressure.
- An ability, at all times, to communicate and deal with people internally and externally, promptly, courteously and efficiently.
- An ability to adopt a confidential approach when required.
- Good telephone manner.
- Must own their own car and be in possession of a valid driving license.
- Sufficient IT literacy to use Customer Relationship Management software and social media platforms (training provided).

Desirable qualities:

- Knowledge of safeguarding practice, although training specific to BBE's safeguarding offering will be provided.
- An understanding of legislation around Child Performance Licensing legislation (specific training will be provided).

The position is home-based, or at the National office (Barnsley) according to the candidate's preference. Necessary equipment will be provided. However, if home-based you must have the ability to deliver training webinars from your home. Delivery of training will be predominantly online, but some face-to-face training across the country will be expected. The job holder requires the ability to work without supervision and a high degree of self-motivation. There is potential for future increase in hours and a corresponding salary increase, but this is dependent on market conditions at the time and is not guaranteed.

I understand and accept the above Job Description.

(Job Holder) _____ **(Date)** _____