



Job title	Safeguarding Adults Development Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Ann Craft Trust School of Sociology and Social Policy	Location	University Park Campus

Purpose of role

The Safeguarding Adults Development Manager will have responsibility for reviewing and developing ACT services in relation to adults at risk and for identifying, planning and implementing new initiatives in line with current practice.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To develop and deliver consultancy services, including audit and/or reviews to organisations who work with adults	20%
2	To make contact and establish professional links in relation to safeguarding adults, with organisations who work with adults through new and existing contacts.	17%
3	To work with the Marketing Team to raise the profile of ACT's services	12%
4	To represent the Trust and to contribute to regional and national consultations/working parties relating to the safeguarding of adults as appropriate.	10%
5	To develop and deliver training designed to look at the needs of adults and in line with current legislation.	20%
6	To collate detailed feedback from training commissioners to inform the planning stage for service development.	8%
7	To report to Deputy CEO/CEO on progress and to review and evaluate the effectiveness of ACT's services	8%
8	At times, the postholder will be required to undertake other tasks, commensurate with the role and grade	5%

Person specification

	Essential	Desirable
Skills	• Excellent communication and presentation skills • Track record of developing and delivering training • Able to develop and undertake a range of consultancy services including audits and/or reviews • Good organisational skills and ability to prioritise a workload and work to tight deadlines • Ability to collate and apply research data to practice initiatives • Expert knowledge of adult safeguarding • Ability to work as part of a team and independently • PC literate in MS Word, Excel and Powerpoint • An understanding of the sensitive nature of the Trust's work	• An understanding of the issues relating to the abuse and protection of adults • Co-ordinate and facilitate conference, training and other events • Experience of completing tenders and funding applications • An understanding of wellbeing in the workplace
Knowledge and experience	• Significant vocational experience in a comparable role • Project management • Experience of working with adults • Experience of undertaking audits or reviews	• Data analysis
Qualifications, certification and training (relevant to role)	▪ Educated to degree level ▪ Relevant professional qualification	▪ Training/teaching qualification ▪ Other continuing professional development qualifications

Statutory, legal or special requirements	▪ Willing and able to travel including overnight stays	
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Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****

