

Safeguarding and Gender Based Violence Adviser



Role Description

GRADE

Grade 5

LOCATION

Sighthill, Edinburgh

LINE MANAGER

Student Safeguarding and Equality Manager

Role Summary

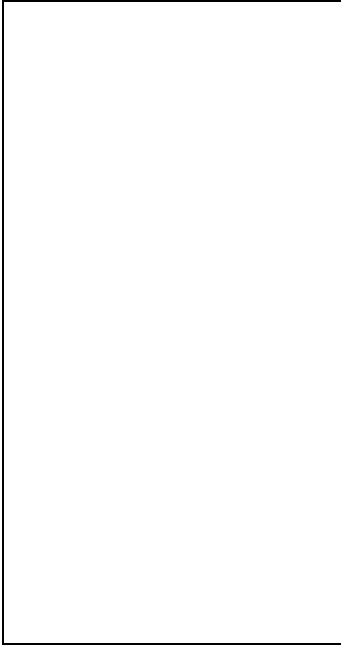
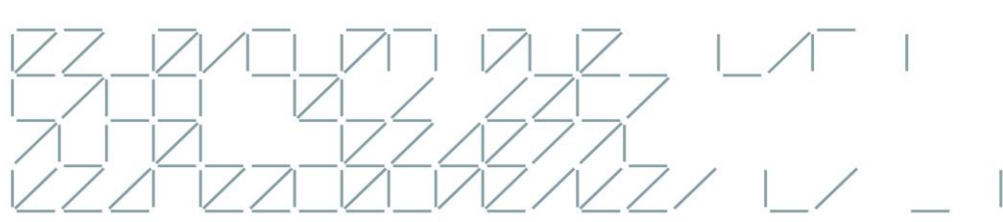
Wellbeing and Inclusion works to provide high quality, professional services to support potential and current students from their initial enquiry to Edinburgh Napier University through to graduation.

Reporting to the Student Safeguarding and Equality Manager, you will act as the lead student safeguarding adviser for Gender Based Violence and co-ordinate the case management of student cases; you will also play a primary role in the implementation of Student Safeguarding Policy and the university’s Gender Based Violence and Hate Strategy.

You will be responsible for case work related to Safeguarding, Gender-Based Violence and Hate Incidents and other complex student welfare issues, including delivering high quality support and advice, and coordinating actions to ensure consistency of approach.

You will liaise with university schools, professional services and external agencies to ensure an appropriate and timely response and duty of care towards students identified as at risk, at times working out-with normal working hours.

You will maintain the University safeguarding register and ensure appropriate record keeping for all safeguarding cases, and reports of Gender-Based Violence and Hate Incidents, in line with GDPR regulations.



You will be responsible for responding to reports made through the university's Report and Support portal, and for the maintenance and monitoring of the system.

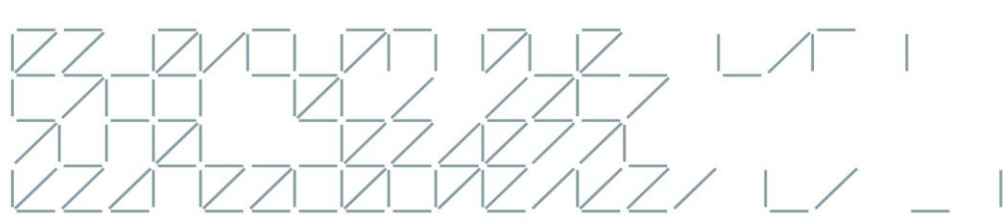
You will have significant experience of: providing support to people who are / have experienced gender based violence or other forms of hate; of working in safeguarding roles in education, social work or third sector settings; a sound understanding of equality and diversity issues, and experience in writing reports and policy documents.

Line Management Responsibility for:



Main Duties and Responsibilities

- To have responsibility for case management related to gender-based violence and hate, safeguarding and other complex student welfare issues, providing detailed, confidential and specialist advice and support including active risk management.
- To actively engage / participate in national and HEI sector developments around gender-based violence.
- To implement the University's student safeguarding policy and processes together with the Safeguarding Manager and other colleagues,
- To promote and encourage good practice in all aspects of safeguarding including child protection, protection of vulnerable adults and all students at risk.
- To securely record relevant data relating to student safeguarding concerns and report as required to the Safeguarding Manager or Head of Wellbeing and Inclusion and onwards to the University Leadership Team, the University Court, Academic Board, and other committees and working groups, exercising discretion and judgement as appropriate.
- To support the Student Safeguarding Manager in tackling and preventing gender-based violence and all forms of hate incidents and take on the role of Support and Liaison Adviser in these cases.
- To support implementation, monitoring and evaluation of the University's Safeguarding Framework and Gender Based Violence and Hate Incident Strategy
- When required, to work in partnership with key colleagues in the Wellbeing and Inclusion team and staff based in other service areas assuming responsibility for the safe oversight of students deemed to be at risk. This may involve operating out with normal office hours when required to provide support and guidance to teams.
- To manage queries, delegated by senior colleagues, relating to student incidents, post emergency, and wellbeing issues sensitively, promptly, accurately and effectively, eliciting information, following University procedures and treating all matters confidentially
- To contribute to University wide projects using specialist knowledge and lead on University safeguarding team projects
- To work in partnership with staff in academic schools and other professional services to provide information and advice on student safeguarding and student equality matters; and support the development, within the University a community, of understanding around safeguarding policy, processes and related practice through the provision of training, resources, information and advice.
- To support the delivery of training to staff and students on issues relating to gender-based violence, harassment and hate crime and other related topics.
- To establish effective working relationships with internal and external stakeholders through networking and membership of relevant committees and working groups; and represent the University on relevant external groups.



- To actively engage with external networks and appropriate national events in order to keep abreast of contemporary safeguarding issues so as to inform the practice and processes within Edinburgh Napier, whilst sharing our own good practice.
- To contribute to a full range of activities which support the achievement of departmental objectives, for example; delivering improvements in services, plan, spend and account for designated budgets, ensuring that information is communicated to staff and other interested parties as appropriate.
- To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- To take part in the University’s annual Professional Development Review process.
- To engage in external supervision as a requirement of the role
- Role model the University’s values & behaviours;
- In addition to the main duties indicated here, the post holder may be required to perform other duties assigned by the Safeguarding and Equality Manager/Head of Wellbeing and Inclusion from time to time. Such duties will be reasonable and be in line with the post holder’s skills, experience and grade

PERSON SPECIFICATION

ESSENTIAL DESIRABLE

Education / Qualifications

- Post graduate qualification in a relevant subject eg. Social Work, Community Education, Mental Health OR demonstrated relevant experience.

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Skills / Experience

- Experience of delivering a service for survivors of sexual violence and hate incidents.
- Expertise and knowledge of the national and HEI landscape relating to Gender-Based violence and hate incidents.
- Evidence of experience, expertise and knowledge in safeguarding case management gained through working with vulnerable people and/or people at risk.
- Extensive experience in the area of supporting physical, mental and emotional wellbeing.
- Extensive experience in managing risk effectively and escalating cases as appropriate to senior management.

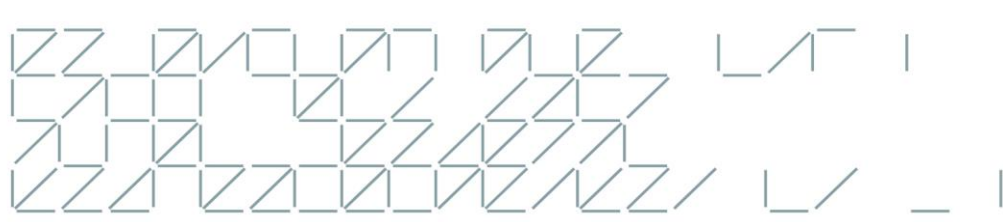
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<ul style="list-style-type: none">• Breadth and depth of experience working in a professional service environment.		
<ul style="list-style-type: none">• Experience of successfully managing and implementing policy and projects.	✓	
<ul style="list-style-type: none">• Experience of monitoring and evaluation.	✓	
<ul style="list-style-type: none">• Experience of creating, sourcing and delivering training.	✓	
<ul style="list-style-type: none">• A knowledge of and sensitivity to the complex areas of Safeguarding, Gender-Based Violence, and Hate Crime.	✓	
<ul style="list-style-type: none">• Ability to work effectively and with a wide range of internal and external groups.	✓	
<ul style="list-style-type: none">• Excellent interpersonal, communication and organisational skills.	✓	
<ul style="list-style-type: none">• Knowledge of Case Management Systems	✓	
<ul style="list-style-type: none">• Ability to manage change and respond positively to new challenges.	✓	
<ul style="list-style-type: none">• Creative and innovative approach to strategic thinking and problem solving.	✓	
<ul style="list-style-type: none">• Ability to maintain a high level of confidentiality.	✓	
<ul style="list-style-type: none">• Ability to prioritise competing demands, meet deadlines and manage own workload with minimal supervision.	✓	
<ul style="list-style-type: none">• Commitment to high service standards and customer focus and to upholding the University's values and behaviours.• Willingness to work flexible hours including occasional evening and weekend work.	✓	
<ul style="list-style-type: none">• Experience of working in Further/ Higher Education in a safeguarding role.		✓
<ul style="list-style-type: none">• Experience of social/community work.		✓
<ul style="list-style-type: none">• A good understanding of the barriers and difficulties experienced by students within their academic environment and sensitivity to the diversity of issues presented within student support settings.		✓



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- Up to date knowledge of the Higher Education sector and the changing pressures on students in these spaces
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