

## Safeguarding Lead Job Description

### JOB DESCRIPTION

The Faculty of Forensic & Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians. It is a registered charity founded in 2005 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.



<b>Job Title:</b>	<b>Safeguarding Lead</b>
<b>Contract:</b>	3-year term
<b>Location:</b>	Remote working
<b>Responsible to:</b>	FFLM President
<b>Key Relationships:</b>	Senior Officers, Officers, and Board members FFLM and IFAS Office staff
<b>Working Hours:</b>	Approximately 5 hours per week, but will vary Worked flexibly, occasional evening and weekend working may be required. Occasionally travel in the UK may be required, though would not be compulsory.
<b>Remuneration:</b>	Voluntary Role, agreed expenses will be reimbursed.
<b>Annual Leave:</b>	n/a

### Job Purpose:

The post holder will lead in the development and oversight of the FFLM's Safeguarding strategy, for both adults and children. This may include stakeholder training, review of internal policies and publications, input into the FFLM's webinar learning series. The post holder will liaise regularly with board members, the administrative team and senior officers alike, ensuring that learning and recommendations from safeguarding bodies are implemented in a timely way within the FFLM. The post holder may be required to represent the FFLM at meetings and will be asked to review documents and material relevant to the role.

**Key job-specific responsibilities are:**

To represent the FFLM in areas relevant to the role.

Ensure that learning and recommendations from safeguarding bodies are implemented in a timely manner within the FFLM and shared with its members, including updating the FFLM on changes to safeguarding legislation and policy across the four kingdoms of the UK.

Lead on the FFLM response to consultations on safeguarding or those where there are implications for safeguarding and on reviews of intercollegiate guidance documents.

Act as a main point of contact for any safeguarding enquiries and queries from internal and external stakeholders.

Provide expert specialist advice to the internal and external stakeholders on all aspects of safeguarding, as required, including review of documents and preparation of educational material.

Provide regular reports to the Academic Committee.

**General responsibilities**

To keep abreast of current affairs and policy changes across the UK and with other relevant governmental, healthcare and professional bodies.

Represent the FFLM in meetings and maintain and develop effective relationships with key influencers.

Develop an organisational culture of respect, celebration of diversity and of continuous improvement which attracts staff and other collaborators to the FFLM.

Ensure all the FFLM's work has appropriate levels of monitoring and evaluation.

Additional representation at meetings with other organisations, where required.

## PERSON SPECIFICATION

We seek applications from doctors, nurses, paramedics or midwives who are registered with the relevant regulatory body and in good standing with the FFLM, who have the following skills and attributes:

	Essential	Desirable
Evidence of continuing professional development, including training in equality, diversity and inclusion.	X	
Safeguarding Adults and Children training and experience to level 3	x	
Safeguarding Adults and Children training and experience to level 4/5, with expertise in safeguarding supervision.		x
Evidence of working with children and adult safeguarding at a senior level	x	
Project management skills		x
Excellent presentation and communication skills – verbal and written	X	
Ability to analyse and resolve complex issues, including conflict resolution	X	
Ability to communicate effectively and build good relationships with multi-professional groups and multi-agencies	X	
Ability to prepare and present written reports to senior leadership	X	
Able to translate safeguarding strategy into operational practice to benefit patients and service users	X	

Excellent knowledge of contemporary safeguarding issues and practice across adults and children	<b>X</b>	
A broad knowledge of the issues and challenges facing under-represented groups	<b>X</b>	
The ability to build and maintain constructive working relationships with others	<b>X</b>	