

Division	BBC Children in Need
Reports to (title)	Head of Governance and Executive Office
Location base	Salford
Local job title	Senior Advisor, Safeguarding

About BBC Children in Need

BBC Children in Need exists to make a positive difference to the lives of disadvantaged children and young people across the UK. Our refreshed objectives and activities will ensure the impact we have on children's lives is front and centre of the work the charity undertakes over and above the projects and services we fund.

Our focus is on finding and funding the inspiring ideas that change children's lives. And whilst we know that every child deserves a childhood that is safe, happy and secure, we know too that a growing number of children are experiencing ever increasing and more complex levels of disadvantage. In order to find and fund the inspiring ideas, we will build on our commitment across the organisation to work collaboratively with all those who share our aspirations for children and young people.

Our organisational objectives are summarised below:

- We need to continue to focus on finding and funding the inspiring ideas that changes the lives of children and young people.
- In order to maximise impact we need to continue our focus on being a strong charity.
- We need to generate much needed income to fund projects and services in communities across the UK. This means focussing on our aim to raise as much money as possible.
- We want every decision in BBC Children in Need to be an informed decision. We can best do this when we generate valuable insight and knowledge.
- Not only can we raise valuable funds but we can also work with our colleagues across the BBC to ensure content and programming on the BBC also contributes to changing lives for children and young people.

Core focus of the role

Working within the Governance and Executive office team, the Senior Advisor will provide expert safeguarding support, advice and training, on all aspects of working with children, across all areas of the Charity.

Additional job specific responsibilities and accountabilities

In your role you will:

- Be a subject matter expert on safeguarding across the charity, providing support guidance and advice
- Investigate complaints, safeguarding concerns and alleged incidents
- Work with teams across the Charity during the planning stages of productions, activities and events and advise on safeguarding arrangements
- Identify, develop and facilitate a wider network of safeguarding champions in teams and directorates across the Charity, supporting them to respond to day to day safeguarding enquiries
- Further develop safeguarding policy, culture and practice, and monitor compliance
- Oversee the delivery of safeguarding training for the charity
- Contribute to and support the approach to wider risk management across the Charity
- Provide the liaison point with BBC Child Protection and Safeguarding team

- Whilst the primary focus would be on safeguarding children and young people, this role will also help us develop our approach to safeguarding vulnerable adults

Additional skills, competencies and experience (not covered in the Safety, Security & Resilience (SSR) Senior Advisor below)

- Experience of dealing with Child Protection and safeguarding issues in a complex, geographically dispersed, organisation.
- Relevant CPD training/qualifications in child protection, safeguarding, safety or similar discipline
- Recognised qualification in child protection, safeguarding, safety or similar discipline (desirable).
- Experience of broadcasting or live events (desirable)
- Experience and understanding of the third sector (desirable)
- Experience of delivering workshops or training (desirable)
- Analytical thinking – proven ability to analyse and contextualise complex issues to provide practical solutions and to produce reports and professional communications, including preparation and delivery of presentations to a range of audiences.
- Managing relationships – proven ability to build and maintain working relationships with highly creative and qualified staff, including all levels of staff and management.
- Planning and organising - able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.

All roles in BBC Children in Need align to the BBC Career Path Framework. The Senior Advisor, Safeguarding, maps to the Safety, Security & Resilience (SSR) Senior Advisor generic job description detailed below.

Job title	Safety, Security & Resilience (SSR) Senior Advisor		
Job family	Quality, Risk and Assurance	Band	D

Job purpose

Provides a specialist advisory service to the BBC workforce which involves providing guidance, training, information and management of data; executes process delivery, often of a specialist nature. The role can work independently to resolve complex queries but will usually work with others as part of a wider specialist team to manage more complex issues and projects.

Key responsibilities and accountabilities

- Provides guidance, training and information, manages data and executes process delivery, often of a specialist nature.
- Advises the workforce based on information received and knowledge of policy and process; understands issues and problems and manages them accordingly.
- Works in partnership with wider specialist teams to manage and deliver more complex specialist projects and deliverables.
- Represents the team at meetings, providing mentoring and guidance on specific issues/topics/projects or incidents as required.
- Keeps abreast of legal updates and undertakes CPD (Continuous Personal Development) activities to maintain knowledge required for role or professional membership.

Knowledge, skills, training and experience

Essential

- Relevant specialist diploma or equivalent (i.e. NEBBOSH, IOSH) and professional institute membership (e.g. CIOSH, CIEH)
- Detailed knowledge of relevant legislation, codes of practice, guidance and operating procedures across own discipline within SSR
- Sufficient knowledge in the specialist subject/discipline to advise on specialist subject, risk management and legalisation
- Ability to analyse and/or investigate and contextualise complex issues, identify key points to be addressed and develop effective, practical and simple plans to resolve problems
- Effective interpersonal and communication skills (verbal and written), including the ability to present clear and concise professional communications to a range of audiences within the BBC and to external agencies as necessary

Job impact	
Financial No budget responsibility	
Reports Limited line management/supervision of professional and junior employees	

Other information	
For Reward team use only	
Job Code	
Definition:	

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.