



**Fun, Learning and  
Achievement**

Paper Ref: JD22046c  
July 2022

## **Safeguarding Case Manager**

**Salary:** Circa £29 – 32K pro rata (negotiable)

**Location:** UK. Hybrid –mix of home working and at NFYFC's offices (Stoneleigh Park, Warwickshire)

**Contract:** 22½ hrs per week. Permanent

***The National Federation of Young Farmers' Clubs (NFYFC) is seeking an experienced Safeguarding Case Manager to join its safeguarding team on a part-time, permanent basis (22½ hours per week) to support the delivery and management of its safeguarding policy and processes. This post will report to the Head of Safeguarding and plays an important role in supporting YFC county federations to manage and develop their safeguarding responsibilities.***

This is an exciting opportunity working within NFYFC's Safeguarding department as part of a busy safeguarding team, responsible for managing and supporting safeguarding case management, to ensure all safeguarding referrals are managed to the highest standards and ensuring all safeguarding policies, procedures and processes are implemented and maintained ensuring strong governance throughout YFC.

Reporting to the Head of Safeguarding, you will be responsible for managing allocated cases and referrals, relating to both children and adults, as well as representing NFYFC with appropriate statutory agencies. You will be part of the NFYFC case management group and support the safeguarding team with matters that are reported.

To find out more about the role, download the full Job Description and Person Specification document from [here](#).

Please note the closing date for this role is 12 noon, Monday 1<sup>st</sup> August 2022.

### **About You**

#### **The successful candidate must:**

- have a recognised safeguarding qualification
- have expert and in-depth knowledge of safeguarding practices and legislation
- have knowledge of statutory agency practices
- have the ability to distinguish between observation, facts and information gained from others
- have excellent communication skills
- be willing to undertake a DBS check

Previous knowledge of case managing safeguarding referrals in a membership organisation environment would also be advantageous. For a full job description and person specification, please click [here](#).

So, if you feel you have the suitable skills and attributes for this position then we would like to hear from you. For an informal chat about this role, please contact NFYFC's Head of Safeguarding Val Wright by emailing [safeguarding@nfyfc.org.uk](mailto:safeguarding@nfyfc.org.uk) or call 07541 626 855.

Please be advised that we cannot offer visa sponsorship and that you must have right to work in the UK to apply or be considered for this role. If you are a non UK/EU National, you must have an appropriate working visa to undertake employment. You must also be working within the UK to apply or be considered for this role, due to the public liability insurance NFYFC holds.

NFYFC is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We are committed to inclusion and embrace the spirit of

**National Federation of Young Farmers' Clubs (England and Wales)**

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email [post@nfyfc.org.uk](mailto:post@nfyfc.org.uk) web [www.nfyfc.org.uk](http://www.nfyfc.org.uk)

Registry of Friendly Societies No. 52SA Patron: HM The Queen



all equalities legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

### **About the organisation:**

The National Federation of Young Farmers' Clubs (England & Wales) [NFYFC] is one of the largest rural youth organisations in the UK. The organisation provides opportunities for personal development of its members through training programmes, competitions, skills certificates and overseas travel. This is a democratic membership organisation comprising of approx. 580 Young Farmers' Clubs in England & Wales which are grouped in 46 county federations.

The National Federation of Young Farmers' Clubs supports the clubs and county federations achieve the charity objectives through a range of programmes and training underpinned by youth work principles. Programmes of work are designed to offer opportunities for participation, learning, fun and personal development to YFC members aged 10 to 28 years and to those supporting them in their roles across England and Wales.

### **Instructions to applicants:-**

1. All applications to be submitted on NFYFC's application form and a supporting statement/letter/email, outlining how you meet the person specification and what you can bring to the role (no more than two A4 sides).
2. The application form is [here](#):
3. Closing date for completed applications is 12 noon **Monday 1 August 2022**
4. Completed applications should be sent by email to [Sandra.Bromley@nfyfc.org.uk](mailto:Sandra.Bromley@nfyfc.org.uk), PA to the Chief Officer.

## **Job Description and Person Specification**

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Job Title:	<b>Safeguarding Case Manager</b>
Responsible to:	Head of Safeguarding.
Responsible for:	There are no posts directly reporting to this post.
Hours of work:	The post is part-time (22½ hrs). Flexible working hours under NFYFC's <i>Preferred Working Hours</i> policy. The Federation operates a time off in lieu policy.
Place of work:	A hybrid model - a mix of home working and at NFYFC's offices (Stoneleigh Park, Warwickshire). Homeworking will be considered. Occasional travel may be required to meetings / events / conferences or similar.

### **About the role:**

1. This new role will join NFYFC's Head of Safeguarding and Designated Safeguarding Officers.
2. The role will be one of NFYFC's Designated Safeguarding Officers for a national (England & Wales) based rural youth and young people's charitable organisation and will involve casework arising from concerns reported and managing procedures to protect vulnerable (or potentially vulnerable) people, including children, and the adult volunteers supporting them.
3. The role will work with the Head of Safeguarding and NFYFC's DSOs to embed the safeguarding policy in the YFC community by supporting club, county and regional safeguarding officers (often volunteers) to ensure they know the safeguarding processes as well as the boundaries for volunteers that are working with young people and are in a position of responsibility and/or position of trust.
4. The role will involve devising and delivering guidance and training to the constituent county federations and YFC clubs that make up the National Federation of Young Farmers' Club across England and Wales as well as support the headquarters staff team with safeguarding plans for national events.
5. It is envisaged that the role will be multi-disciplinary with responsibility for casework management and providing advice, guidance, support and resources for the YFC county workforce and volunteers as well as identifying the training needs that will develop the effectiveness of safeguarding in YFC.

### **Key areas of responsibility:**

6. To assist the Head of Safeguarding in developing and establishing the organisation's approach to safeguarding. This will include reviewing policies and procedures and making recommendations for change ensuring safeguarding standards are met and maintained.
7. Ensure the safeguarding policies are known, understood and used appropriately. A register of county DSOs is kept and monitored to ensure they are reviewing the county federations management of safeguarding, especially safe recruitment processes and the understanding of positions of responsibilities and positions of trust. Identify skills and training needs for the YFC workforce (volunteers and county staff) and design training toolkits with clear learning objectives.
8. Managing safeguarding casework when a concern is raised.
9. Manage or assist to manage cases of poor practice and abuse reported to the organisation and concerning the NFYFC. This may include working with external agencies when concerns are being investigated or making

referrals – these may be to a range of agencies, including children’s social-care services, the DBS, Charity Commission, police and/or other agencies.

10. Assist YFC county federations and YFC club DSOs with cases of poor practice and abuse reported to the them, linking county federations with external agencies and identifying local training needs (county case management). This will involve working closely with locally based Designated Safeguarding Officers and reviewing the casework plans and providing appropriate and necessary support.
11. Responsible for upholding the NFYFC’s own safeguarding processes in the context of the governance of a national charitable organisation that works with and for young people.
12. Record keeping of case management – both NFYFC case management and county federation case management.
13. Consult with NFYFC staff teams to ensure a ‘safeguarding first’ approach is always planned by contributing to and supporting other programmes of work to provide a point of guidance and support for the NFYFC staff team and Board.
14. Represent the organisation at external meetings, conferences and other events concerning topics that will encourage a ‘safeguarding first’ approach and to keep own skills and knowledge up to date.
15. To undertake any other duties commensurate with the level of this post as requested by the Head of Safeguarding or Chief Officer.
16. This job description is intended to summarise the key responsibilities and duties of the role and the job description may be subject to change by agreement.

## Projects

The post holder may be required to have responsibility for projects relating to their role by agreement.

## Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that roles change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the post.

## Information

### 1. Evidence of permission to work in the UK

Applicants selected for interview, will be asked to provide documentation to prove entitlement to work in the UK.

### 2. NFYFC’s Safe Recruiting Procedures

As a youth organisation the NFYFC is committed to the safeguarding of young people and adults at risk. All posts are subject to NFYFC’s Safe Recruiting Procedures, which may include a DBS check (with barred lists) at enhanced level. Posts identified as being Positions of Responsibility under the Safeguarding Policy, cannot be confirmed until the outcomes of this DBS check have been reviewed. The NFYFC will comply with new legislation as introduced by Government.

### 3. Health & Safety

There is a general responsibility for all employees to act sensibly and reasonably and consider the health, safety and wellbeing of themselves and those around them always.

### 4. Diversity

All staff through personal example, open commitment and clear action, should ensure that diversity is positively valued.

5. **Working hours**

The post is part-time (22½ hrs). Flexible working hours under NFYFC's *Preferred Working Hours* policy.

6. **Location**

Hybrid working – a mix of home working and at NFYFCs offices (Stoneleigh Park, Warwickshire).  
Homeworking will be considered.

7. **Salary**

The salary is expected to be circa £29 – 32K pro-rata per annum depending on skills and experience.

8. **Pension**

The NFYFC offers a pension scheme to all employees and full details will be given to the successful candidate. In summary, the Federation will pay 6% of salary into a group pension plan, dependent on the employee contributing a minimum of 2% of salary to the plan. Employees may opt out of the Group Pension Plan. When opting out of the plan, no Employer contribution will be made.

9. **Annual leave**

28 days, including Public Holidays, for full-time posts rising by 1 day for each completed year of service, to a maximum of 33 days, including Public Holidays, after 5 years' service. An additional 3 days of *Discretionary Leave (non-contractual)* is usually given to enable an end-of-year shutdown.

10. **Other benefits**

Simply Health cover.  
Childcare vouchers available.

11. **Probationary period**

The probation period for this post is 6 months. The NFYFC reserves the right to extend this period.

12. **Driving licence & transport**

Driving licence essential and access to a vehicle.

The successful applicant should be prepared to occasionally use their own vehicle in connection with their work for which a mileage allowance (HMRC rates) can be claimed.

13. **Contract of employment**

A contract of employment will be issued on commencement of the post and will contain all other conditions of service.

14. **Data Protection**

The National Federation of Young Farmers' Clubs has adopted a policy to destroy unsuccessful applications within 12 months of the recruitment decision having been made.

## Person Specification

Criteria/Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>– Relevant qualification in Safeguarding or significant previous experience</li> </ul>	<ul style="list-style-type: none"> <li>– Exceptional work experience relating to child wellbeing and protection in a membership organisation setting</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>– Proven leadership ability</li> <li>– Ability to motivate, provide direction and influence people</li> <li>– Excellent interpersonal, communication and presentation skills with the ability to relate well to volunteers and staff at all levels</li> <li>– Effective advocate and negotiator</li> <li>– Well-developed analytical, problem solving and decision-making skills</li> <li>– Ability to develop strong, effective working relationships with County YFCs, clubs, members, and key partners</li> <li>– Ability to follow procedures and the confidence to know when to seek advice</li> <li>– Ability to prioritise workload and manage time effectively</li> <li>– Competent IT skills</li> <li>– Ability to be proactive and work with minimal supervision</li> <li>– An ability to influence in the areas of child wellbeing and safeguarding</li> <li>– Ability to manage conflict between groups and individuals</li> <li>– To act with integrity and appreciate the need for confidentiality</li> <li>– Highly developed case managerial and administration skills</li> <li>– The ability to build relationships with members, clubs, parents/carers, children, and adults working/volunteering with children within the organisation</li> </ul>	<ul style="list-style-type: none"> <li>– Qualifications and/or experience of delivering training, ideally safeguarding training</li> <li>– Experience of designing and developing training</li> <li>– Experience of conducting training needs analysis</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>– Knowledge of the Disclosure and Barring Service in relation to regulated work roles and the referrals process</li> <li>– Knowledge of child wellbeing ideally within charity and membership organisations</li> </ul>	<ul style="list-style-type: none"> <li>– A good knowledge of YFC and safeguarding issues within the YFC environment</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>– Experience of complex case management and investigations relevant to safeguarding</li> <li>– Experience of working with volunteers ideally within a safeguarding context</li> <li>– Experience of managing projects</li> </ul>	<ul style="list-style-type: none"> <li>– Previous experience of working with children and young people</li> <li>– Previous experience working or volunteering in YFC</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>– Willingness to challenge opinion, where necessary, and to drive the child protection agenda</li> <li>– Strong listening skills and the ability to deal with sensitive situations with integrity</li> <li>– The confidence and good judgment to manage situations relating to poor conduct/behaviour towards others, in particular children</li> <li>– Commitment to a child centred approach to safeguarding</li> <li>– Commitment to equality and diversity</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>– Commitment to ongoing professional development</li> <li>– Hold a valid driving licence</li> <li>– Willingness to be adaptable to requirements, working occasional evenings and weekends</li> <li>– Ability to attend YFC training and development activities and events, sometimes overnight/weekends</li> </ul>	

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