

Adult Safeguarding Board Coordinator (Adult Social Care Directorate)

Salary: Band: 8, £36,363 - £39,151 p.a. (£21,817 - £23,490 for 22.2 hours)

22.2 hours per week (0.6FTE) - days and hours to be worked to be discussed at interview.

What is the role?

The Portsmouth Safeguarding Adults Board (PSAB) is the multi-agency statutory body responsible for ensuring that adults at risk of abuse or neglect are protected and safeguarded within the city.

The Adult Safeguarding Board Coordinator will support the PSAB Manager in ensuring that the PSAB and its subgroups work effectively and will carry out project work on key areas of adult safeguarding. Specific areas of focus for the role include planning, delivering and evaluating training and events, communications, and community engagement. The role will be line managed by the PSAB Manager but will also be accountable to the strategic partners that fund the PSAB.

Key responsibilities will be to:

- Support the Chair and Vice-Chair of the PSAB Engagement subgroup in arranging meetings, planning and delivering community engagement including a programme of visits to community groups, evaluating and summarising the findings and outputs from community engagement activities.
- Developing and maintaining links with community groups and PSAB partner organisations.
- Develop methods of consultation and involvement for adults with lived experience to ensure their effective participation in the work of the PSAB.
- Work with Portsmouth City Council Communications team and other agency communications leads to produce press releases, reactive statements, campaign materials.
- Coordinate resources across the PSAB to deliver a multi-agency annual adult safeguarding conference and other learning events.
- Planning, organising, administering, delivering and evaluating PSAB training.
- Support the PSAB Manager to manage, maintain and develop the PSAB website, social media and newsletter, and arrangements for the annual National Safeguarding Adults Week.

- Support the PSAB Manager with activities relating to other subgroup work, Quality Assurance, Safeguarding Adults Reviews, Policy work, and any other specific projects relating to adult safeguarding.
- Work with other colleagues in Hampshire/Southampton/Isle of Wight Safeguarding Adults Boards to ensure coordination of adult safeguarding work across the Hampshire and Isle of Wight system.
- Demonstrate the ability to understand the needs of diverse customer groups and implement the Council's Equal Opportunities policy at a level commensurate with the grade, and at all times carry out responsibilities with due regard to the Equal Opportunities Policy.
- To undertake any such duties and responsibilities determined by the Portsmouth Safeguarding Adults Board Manager, commensurate with the nature of the post

Who is the person?

You need to have:

1. Education to degree level or equivalent level of experience
2. Experience of working in a relevant field (eg public sector, voluntary sector, education)
3. Knowledge of adult safeguarding practice, policy and legislation and national guidance from a multi-agency perspective.
4. Experience of effective partnership working with statutory/voluntary/private sector partners
5. Experience of working with service users, people with lived experience, and local communities.
6. Good organisational skills, with the ability to manage your own workload and work to deadlines.
7. Excellent IT skills including word processing, spreadsheets, web/social media, presentation software
8. Excellent written communication skills, including ability to produce reports, communications, presentations, meeting minutes
9. Excellent verbal communication and presentation skills. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
10. Data analysis skills.
11. Experience of organising, delivering and evaluating meetings, training and events
12. Experience of developing internal and external communications resources.

Additional information:

How to apply: Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the job profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work/personal experience, which clearly illustrates what you did and the effect it had.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.