



JOB PROFILE

Post Title:	Safeguarding Strategic Delivery Manager
Portfolio:	Central Support Services
Responsible to:	Independent Chair, St Helena Safeguarding Board
Line Manager:	Chief Secretary
Responsible for:	None
Grade:	H

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for the effective leadership, coordination, and operational management of all aspects of the St Helena Safeguarding Board (SHSB).

The post holder will support statutory partners to develop, implement, and continuously improve multi-agency safeguarding arrangements for **children, young people, and vulnerable adults**. The role provides strategic leadership in promoting safeguarding across St Helena, ensuring that partners meet their statutory responsibilities and that safeguarding arrangements are effective, proportionate, and responsive to local need.

Main Duties and Responsibilities

Strategic Leadership and Governance

1. Lead and manage the day-to-day business of the SHSB, ensuring it operates effectively and in accordance with statutory requirements and recognised safeguarding guidance (including Working Together principles, as applicable to St Helena).
2. Advise the Board and partner agencies on their statutory safeguarding duties and responsibilities.
3. Develop a **Safeguarding Strategy**, for approval by the Apex Board, and **Annual Business Plan**, for approval by SHSB.
4. Implement and monitor the above, once agreed, ensuring priorities deliver improved safeguarding outcomes.
5. Establish and maintain robust multi-agency governance arrangements, ensuring clear lines of communication between the Board, its sub-groups, and other strategic partnerships.
6. Represent the SHSB at appropriate local, regional, and national meetings, acting as the professional safeguarding lead on behalf of the Board.

Partnership Accountability and Performance

7. Develop and maintain a **multi-agency performance and quality assurance framework** that reflects the safeguarding responsibilities and activity of all partners.



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8. Hold partner agencies to account for their contribution to safeguarding arrangements and take appropriate action where performance concerns arise.
9. Coordinate, analyse, and report on annual multi-agency audits and other assurance activity.
10. Support scrutiny and inspection processes, including reviews undertaken by the Foreign, Commonwealth & Development Office or other external bodies.

Policy, Practice, and Continuous Improvement

11. Ensure that effective multi-agency safeguarding policies, procedures, and protocols are in place and updated in response to emerging legislation, guidance, and learning.
12. Coordinate multi-agency responses to safeguarding children and adults, including workforce development and professional practice initiatives.
13. Identify, analyse, and disseminate learning from safeguarding reviews, audits, complaints, and other sources, and establish mechanisms to measure the impact of learning on practice and outcomes.
14. Coordinate and support multi-agency review and appeals processes, ensuring complaints are managed within agreed timescales.

Board Coordination

15. Manage the day-to-day business of the SHSB, ensuring it operates effectively and efficiently.
16. Work closely with the Independent Chair to:
 - a. Plan agendas
 - b. Prepare concise and focused papers
 - c. Ensure actions and decisions are clearly recorded and followed through
17. Maintain an up-to-date action tracker and risk register that reflect live safeguarding risks and agreed priorities
18. Provide advice and support to the Chair and Board on governance processes and safeguarding arrangements.
19. Ensure governance documentation remains current, proportionate and fit for purpose.
20. Maintain strict confidentiality and data handling protocols of sensitive information.
21. Establish and maintain robust multi-agency governance arrangements, ensuring clear lines of communication between the Board, its sub-groups, and other strategic partnerships

Training, Communication, and Engagement

22. Commission and oversee safeguarding training in line with the annual training plan and learning arising from safeguarding reviews.
23. Develop and maintain the SHSB website and other communication tools to promote transparency, learning, and public awareness.



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24. Actively promote safeguarding awareness across the community and ensure that the voices of children, adults, families, and communities inform safeguarding practice and priorities.

Financial and Resource Management

25. Manage the SHSB budget in accordance with Board direction, ensuring effective and transparent use of resources.

Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: The post holder requires substantial knowledge and understanding of effective safeguarding through knowledge, experience and qualifications. The post holder will be expected to have degree level qualification in a relevant subject. Further professional development will include annual safeguarding training and ongoing CPD in line with the updated requirements of this role.	(iii)
Planning & Delivery of Work: The post holder will be expected manage the ongoing operational requirements of an effective safeguarding board/partnership. The manager will be expected to manage quarterly meetings, sub groups and working groups, policy updates, annual report and reporting to the executive board.	(iv)
Analysis and use of Information: The post holder will be competent in the effective analysis of safeguarding information, data and action planning as required within the role. The underpinning knowledge, qualification and experience will enable the post holder to advise the executive board in conjunction with the board chair.	(v)
Decision Making: The post holder will be competent in safeguarding practice and thresholds, enabling them to escalate cases to statutory services, the executive board or the chair as appropriate.	(iv)
Working with Others: The post holder will be accountable for the effective collaboration of all multi-agency partners and expected to lead within this area to ensure that all partners are contributing to effective safeguarding island wide.	(iv)
Communication: The post holder will be an effective communicator in all areas.	(iv)
Influencing and Persuading: The post holder will be expected to lead in regards to the operational work of the board and as such will have to positively influence all partner agencies to work together to ensure effective safeguarding practices on St Helena.	(v)
Dealing with Change: The post holder will be expected to lead and manage change in regards to the improving safeguarding practices and outcomes from all partner agencies on St Helena.	(iv)
Continuous Improvement: The post holder will be expected to undertake regular CPD in line with the changing landscape of safeguarding practices.	(iv)
Managing Resources: The post holder will be expected to manage the subgroups, administrative support and all demands arising in regard to safeguarding practice on St Helena.	(iv)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Degree-level qualification or equivalent professional experience.	E	√	
Valid driving license of Class A	E	√	
Knowledge & Experience:			
Extensive senior-level experience within safeguarding services relating to children and/or vulnerable adults.	E	√	√
Demonstrable experience of strategic planning, partnership development, and multi-agency working at a senior level.	E	√	√
Experience of leading service improvement or change programmes that raise standards and performance.	E	√	√
Experience of multi-agency review processes and quality assurance activity.	E	√	√
Skills and Abilities:			
Excellent organisational and time-management skills, with the ability to work independently and meet competing deadlines in a complex environment.	E		√
Strong leadership and influencing skills, with confidence in holding partners to account constructively.	E		√
Excellent communication skills, including report writing, presentation, and chairing meetings.	E		√
Flexible, resilient, and adaptable, with a solution-focused approach.	E		√
Proven ability to manage highly sensitive and confidential information with professionalism and integrity.	E		√
Other:			
A strong personal commitment to safeguarding and to promoting inclusive, community-focused practice.	E	√	√
Willingness to work flexibly – some evening work may be required.	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	√	√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	√	√



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.