



## Safeguarding Officer

### Role Profile

#### A. Details

Position:	<b>Safeguarding Officer</b>
Grade	Executive Officer (EO)
Whole time equivalent	1 FTE (35 hours per week – 5 days)
Reports to:	Arts Director 1 / Arts Director 2 (Designated Liaisons)
Duration:	Permanent

#### B. Department & Role Overview

This is an exciting temporary position for someone with excellent Project Management skills to develop and implement a Safeguarding Project Plan for the Arts Council. The role will involve a lot of interaction with both Arts Council staff and arts organisations and will require a high level of discretion.

Key deliverables will include developing and implementing a Safeguarding Project Plan; implementing a Quality Assurance Framework; supporting the delivery of training, briefings and updates for staff in relation to this area, as required.

#### C. Key Responsibilities

- Be responsible for the development and implementation of the Safeguarding Project Plan.
- Implement, manage and progress the Quality Assurance self-assessment audit by organisations and individuals in line with the Safeguarding Project Plan.
- Support the Designated Liaison and/or the Deputy Designated Liaison to maintain and update the Arts Council's Child Protection and Welfare Policy and Procedures as required.
- Support the Safeguarding Coordinator to maintain and update the Arts Council's Vulnerable Adults Policy and Procedures as required.
- Maintain and update the Arts Council website and publications in the area of safeguarding, coordinating with the Arts Council's advisers in this area, and with other relevant partners as required.
- Liaise with the Corporate Services Officer to ensure safeguarding references are included in application forms and guidelines.
- Provide support and information as required internally and externally in relation to the Project Plan and completion of the Quality Assurance self-assessment audit.
- Support the delivery of training and guidance workshops and resources both internally and externally.

- Prepare and present regular updates on the Arts Council's Safeguarding Project Plan to Arts Council staff as required.
- Co-ordinate and attend the Working Group and sector Committee meetings

As an Officer:

- Support the values, vision and mission of the Arts Council and the EHRD policy in particular;
- Have a clear understanding of the Officer role, objectives and targets and how they support the objectives of your Department, the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop, implement and support new ways of working effectively to meet objectives;
- Actively share information, knowledge and expertise to help the team to meet its objectives;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Successfully manage a range of different projects and work activities at the same time;
- Maintain a strong focus on delivering high performance and service delivery;
- Create and maintain collaborative internal and external relationships;
- Utilise and promote project management guidelines and templates.

**D. Skills Knowledge and Experiences**

- Excellent project management skills;
- Excellent standards of written and oral communication skills;
- Proven excellent organisational and interpersonal skills;
- Exceptional self-starter with the ability to work on their own initiative;
- Excellent IT Skills and a good knowledge of the Arts Council's CRM system;
- Candidates are expected to ensure they have/will develop a working knowledge of Safeguarding legislation, national policy, national guidance and best practice approaches and how this impacts on organisations and individuals working in the arts sector;
- A commitment to high standards of public service;
- The ability to communicate through the Irish language, both verbal and written, desirable.