

Job Description:

Safeguarding Advisor

General role information	
Job Title:	Safeguarding Advisor
Reporting to:	Safeguarding and Complex Care Lead
Salary Band:	11
Notice period:	1 calendar months' notice
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	Yes
Key stakeholders – internal?	Yes
Key stakeholders – external?	Yes
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department/team	
The One Call Safeguarding team comprises of two Safeguarding Advisors reporting in to the Safeguarding and Complex Care Lead.	
The role	
<p>Supporting the Safeguarding and Complex Care Lead in the management of complex and high-risk safeguarding clients. You will use your knowledge and experience in safeguarding to ensure triage, risk assessment and onward referral is robust and appropriate for our most vulnerable clients.</p> <p>You will understand the ethos of the Safeguarding team and the benefits this offers for vulnerable/complex clients. You will build a strong understanding of MSI processes, particularly in regard to our systems and</p>	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

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use of excel. You will be confident in talking to clients and other agencies such as social workers, GP's, police, consultants and will proactively seek dynamic resolutions to challenging client journeys.

You will be expected to work well within the One Call Safeguarding team, demonstrating excellent communication skills, record keeping, care/discharge planning and prioritisation and delegation of work between your direct colleagues.

You will need to support the wider One Call team in safeguarding queries, whilst acknowledging professional limitations when advice is needed seeking appropriate guidance from leads who will support you.

There will be an expectation that your expertise will also support progress and changes within the team.

This position will give you the chance to develop and learn new skills, with excellent training opportunities provided for professional development.

Key Responsibilities

- Work alongside colleagues within the safeguarding service and other teams based at One Call
- Provide daily support to the safeguarding team & the safeguarding service
- Review daily incoming safeguarding alerts
- Contact clients to gather information and make wellbeing assessments
- Make onward referrals to external agencies
- Ensure all referrals and client contacts are made within acceptable timescales
- Work within the Safeguarding Team's local KPI's
- Work closely alongside our MSUK centres
- Maintain robust & clear documentation
- Escalate high risk vulnerable clients to the safeguarding lead
- Carry out daily admin tasks
- Maintain knowledge of the business and processes as well as stay up to date with ongoing training

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

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By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date:

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