

# Safeguarding Advisor

*CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.*

## Context

CAP's mission is to end UK poverty by equipping churches to reach their communities. We exist to empower and serve churches through exceptional partnerships, delivering impactful debt advice and coaching services. Providing accessible, community-rooted support to those facing financial and social challenges across the UK. Our approach is centered on empowering individuals providing holistic support to achieve financial resilience through expert debt advice and tailored coaching products. This approach goes far beyond financial stability, creating lasting personal and relational transformation and contributing to a society where all can flourish. We are committed to fostering strong relationships with our church partners, ensuring a collaborative and effective service that continually improves to meet the evolving needs of local communities.

## Purpose

The Safeguarding Lead role is responsible for administering, assessing, and resolving day-to-day safeguarding incidents to ensure the safety and well-being of all clients, staff and local CAP workers, working closely with external agencies as required.

This role also supports the organisational safeguarding strategy by managing compliance with disclosure requirements (DBS), providing expert advice, and maintaining the integrity of the safeguarding reporting system (CPOMS).

### Role reports to:

Safeguarding Lead

### Direct reports:

n/a

## Role:

## Accountabilities

Safeguarding support

- To assess and administer safeguarding incidents and identify appropriate action plans (currently using CPOMS), communicating to internal stakeholders appropriately.
- To set up and undertake safeguarding incident reviews.
- To give safeguarding advice to CAP staff and Local CAP workers.
- To support Safeguarding Coordinators in the support hubs with assessments and advice of complex cases/concerns.
- To communicate with clients, Third Party Authorities and other professionals, including welfare checks and information gathering.
- To identify potential resources and support options for clients and their households.
- To make referrals to other agencies and organisations.
- To attend multi-agency and external meetings.
- To identify potential high risk or complex safeguarding concerns and report these to the Safeguarding Lead.
- To liaise with Parish Safeguarding Officers and Diocesan Safeguarding Advisors.
- To create new CPOMS user accounts and deactivate redundant user accounts.
- To audit CPOMS user accounts ensuring appropriate staff are alerted to CPOMS records.
- To support the Safeguarding Lead in training CAP Support hub staff and Local CAP workers.
- To support the Safeguarding Lead in strategic projects as needed.

#### Disclosure checks

- To assist in administering CAP Disclosure and Barring Service (DBS) checks.
- To request DBS applications, verify ID, authorise DBS checks and monitor DBS check completion.
- To alert the Safeguarding Lead to any information on DBS checks/certificates.
- To assist in reviewing relevant procedures including Safer Recruitment procedures.

## Measurable Outputs

- Achieve 24 hour (working day) response time to all potential statutory safeguarding incidents.
- Assist in ensuring all case reviews are completed within 48 hours (2 working days) of scheduled review date.
- Assist in ensuring all new support hub staff complete an Enhanced DBS check where relevant before they commence regulated activities.
- Assist in ensuring all support hub staff renew their DBS check where relevant within 3 years.

## Culture

- Clearly live out and embrace the cultural values of CAP.

- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.

## Other Responsibilities Include

- Being willing to pray with staff and fully engaged with our Christ-centred culture.
- Encouraging friends, family and other contacts to support the charity through the Life Changer programme and other fundraising initiatives.
- Attending annual CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

## Person

### Education:

- A-level or equivalent
- Safeguarding qualification (Desirable)

### Experience:

#### Essential

- Experience of working with adults at risk
- Knowledge of safeguarding procedures, practices and issues.

#### Desirable

- Working in a safeguarding role or capacity (paid or voluntary)
- Working knowledge of current UK safeguarding legislation
- Experience of risk assessments
- Experience of collaborating within and across teams
- Knowledge of other safeguarding and well-being agencies and organisations

### Skills/Abilities

- Ability to remain calm in pressured or emotionally challenging situations

- Ability to identify and assess risks
- Knowledge and experience in using IT systems
- Ability to learn and use new IT systems
- Ability to communicate clearly with clients, colleagues and other professionals
- Ability to seek emotional support when needed
- Awareness of the need for confidentiality and the ability to uphold a commitment to confidentiality.
- Ability to develop relationships with other teams and managers
- Ability to prioritise time, tasks and attention effectively
- A commitment to receiving relevant training.

## Christian Commitment

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of one's own personal faith and in line with CAP's Statement of Faith.

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP *Safeguarding policy* in addressing any concerns appropriately.

**September 2025**