



Designated Safeguarding Manager

Services and Digital Department
Programmes Team

Information for applicants for the post of: *Designated Safeguarding Manager*

Thank you for your interest in the above role. This pack tells you more about the Kinship, how we work, and details of the role and the people you will be working with. It also gives information on how to apply.

Role details:

Job title: Designated Safeguarding Manager

Responsible to: Head of Programmes

Duration: Permanent

Location: Remote or hybrid (Vauxhall office)

Working Hours: 21 hours per week (we offer flexibility so that you can fit your job around your home life - which is really important to us).

Salary: £40,000 (including London weighting) pro rata

Direct reports: None

Leave allocation: 30 days annual leave pro rata, plus bank holidays (1 April to 31 March). We close for 3 days between Christmas and New Year, which will be deducted from your annual leave allowance.

About Kinship:

We are Kinship. The leading kinship care charity in England and Wales. We're here for kinship carers – friends or family who step up to raise a child when their parents aren't able to.

We are made by and for our community of kinship carers. Like family, relationships run deep. And we hear their experiences; for too long they have been isolated without the help they need.

We support, advise and inform kinship carers. Connecting them so they feel empowered.

Because a child needs the love and warmth of a thriving family.

We develop research, campaigns and policy solutions. Creating positive change across society.

Because for kinship families, love alone is not enough.

Through our work we harness frustrations to fuel passion for change. And tough experiences to inspire ideas that transform lives.

And as we see momentum building, we keep using evidence to demonstrate the value of kinship care. Helping kinship carers navigate challenging circumstances. Believing in a child's potential.

Join us. Together, let's commit to change for kinship families.

Context:

Kinship provides direct support to, raises awareness of and campaigns for the rights of kinship carers across the UK. Kinship carers are navigating complex family relationships, trauma, poverty, and discrimination. The children that they care for have frequently experienced abuse or are at risk of harm. Safeguarding concerns can be disclosed by kinship carers at all contact points with Kinship.

Safeguarding children and adults at risk of abuse or neglect is a collective responsibility and requires a safeguarding approach that is aligned to statutory frameworks, is professional, consistent, trauma-informed and proportionate to level of risk.

The designated safeguarding officer holds organisational responsibility for Kinship's safeguarding framework and actions. The role works collaboratively with a team including a Safeguarding Trustee and a group of Deputy Designated Safeguarding Leads drawn from key service areas across the charity.

The role provides expertise, professional guidance and clear direction across the organisation, supporting staff and volunteers to make sound safeguarding decisions within a framework.

Purpose of the role:

The Designated Safeguarding Manager works closely with all teams across Kinship to embed proactive, person-centred, and partnership-driven safeguarding practice to protect children and adults at risk of harm.

The role provides professional oversight to Deputy Designated Safeguarding Leads through individual and group reflective practice and supports high-quality and defensible safeguarding decision-making. The role drives contextual safeguarding approaches, promote professional curiosity, continual professional development and ensures safeguarding responses are informed by lived experience and the realities of kinship care.

At Kinship safeguarding concerns come from risks of harm to adults and children often with risks of harm to multiple people in the same family context.

This requires careful, trauma-informed decision-making and support for staff responding to complex safeguarding situations.

How the role works:

Reporting to the Head of Programmes, the Designated Safeguarding Manager holds responsibility for safeguarding practice across the organisation and provides expert oversight and organisational assurance ensuring safeguarding is embedded consistently, proportionately and in line with best practice.

This role will require flexibility for occasional travel in England and Wales.

What you'll be doing:

Key responsibilities:

Organisational safeguarding accountability and assurance

- Act as Kinship's Designated Safeguarding Officer, holding organisational authority for safeguarding decision-making and escalation.
- Hold organisational accountability for safeguarding practice, ensuring responsibilities are well defined, understood and embedded across the organisation.
- Maintain and assure a robust safeguarding framework, including defined roles, escalation routes, decision-making thresholds and accountability arrangements and balance safeguarding rigour with compassion and proportionality.
- Provide safeguarding oversight and assurance during service development, mobilisation and organisational change to ensure risks are identified, assessed and mitigated.

Trauma-informed safeguarding practice and oversight

- Embed trauma-informed safeguarding practice, ensuring all decisions, interventions, and organisational processes:
 - Recognise the impact of past and ongoing trauma on children, kinship carers, and families.
 - Prioritise emotional and psychological safety while balancing protection, autonomy, and empowerment.
 - Integrate trauma-awareness into risk assessments, safety planning, case management, policies, and service design.
 - Support staff through reflective supervision, guidance, and training to respond effectively.
- Provide professional oversight and reflective practice support to Deputy Designated Safeguarding Leads.
- Provide expert safeguarding advice and consultation to staff and managers, supporting the assessment of concerns, threshold decisions, appropriate escalation, and proportionate, trauma-informed decision-making.

- Quality-assure safeguarding practice and decision-making to ensure actions are proportionate, person-centred, trauma-informed, and defensible.
- Maintain appropriate oversight of safeguarding records, risk assessments, and safety planning.

Policy, compliance and organisational assurance

- Develop, review and maintain safeguarding policies, procedures and guidance in line with legislation, statutory guidance and Charity Commission expectations.
- Ensure safeguarding systems, processes and recording arrangements are robust, accessible and consistently applied.
- Provide regular safeguarding assurance, analysis and learning reports to senior leadership and the Board of Trustees.

Culture, capability and continuous improvement

- Embed trauma-informed, contextual and culturally responsive safeguarding practice across the organisation.
- Promote professional curiosity and reflective practice, supporting staff to exercise sound professional judgement and avoid overly procedural responses.
- Design and deliver safeguarding training and guidance for staff and volunteers, building organisational capability and confidence.
- Lead learning reviews following safeguarding incidents or near misses, ensuring learning informs service and practice improvement.

Equity, inclusion and anti-racist safeguarding

- Ensure safeguarding practice actively considers how race, ethnicity, racism and intersecting inequalities shape risk, vulnerability and access to support.
- Support teams to identify and challenge bias and assumptions through reflective practice, supervision and learning.
- Embed equity, inclusion and anti-racist principles within safeguarding frameworks, policies, training and quality assurance processes.

Partnership working and external accountability

- Work collaboratively with statutory partners and external agencies to support effective safeguarding responses.
- Represent Kinship in multi-agency safeguarding forums, reviews or regulatory engagement as required.

Team culture

- Act in the best interest of Kinship and the families we support.
- Maintain and contribute up to date understanding of kinship care.
- Deliver effective administration with attention to detail and keeping to deadline.
- Actively contribute to delivering and evidencing a high performing service.
- Take responsibility for your ongoing continued professional development.
- Work in line with the Kinship values.

Knowledge, abilities, skills and experience:

Experience (Essential)

- Significant experience in adult and child safeguarding practice, including oversight of complex, high-risk, and multi-agency safeguarding situations
- Experience providing professional oversight, reflective supervision, and structured learning support to safeguarding practitioners or leads, without direct line management responsibility.
- Experience embedding contextual safeguarding approaches and promoting professional curiosity in decision-making.
- Experience of working confidently with complexity, challenging constructively and supporting teams to do the right thing in difficult situations
- Experience developing, reviewing, and embedding safeguarding policies, procedures, training, and learning frameworks.
- Substantial experience working with dispersed or multi-disciplinary teams, supporting wellbeing, professional development, and reflective practice.
- Experience working in voluntary sector, community-based, or service delivery organisations, particularly where safeguarding concerns arise through multiple routes.

Knowledge (Essential)

- Strong working knowledge of adult and child safeguarding legislation, statutory guidance, and recognised safeguarding frameworks, with the ability to apply them proportionately in practice.
- Up-to-date knowledge of children's and adult social care systems.
- Understanding of trauma-informed, strengths-based practice in work with adults, children, and families.
- Awareness of how racism, inequality, and structural disadvantage can increase risk and shape safeguarding experiences, particularly for Black and minoritised communities.
- Understanding of organisational safeguarding governance, including accountability, assurance, escalation, and risk management.
- Knowledge of safeguarding responsibilities within the voluntary and community sector, including Charity Commission expectations, trustee duties, and regulatory requirements

Skills and abilities (Essential)

- Strong professional judgement, with confidence in making and defending complex safeguarding decisions.
- Calm, credible, and reflective approach in ambiguous or high-pressure situations.
- Ability to support and challenge colleagues constructively through reflective discussion, learning, and coaching rather than directive management.
- Clear, compassionate, and adaptable communicator, able to translate safeguarding complexity for diverse audiences, including operational and service delivery teams.
- Highly organised, able to manage multiple safeguarding priorities while maintaining attention to detail.
- Ability to work collaboratively across wide-ranging professional teams and external partners.
- Values-led, with a demonstrable commitment to equity, inclusion, anti-racist practice, and culturally responsive safeguarding.

Qualifications (Essential)

- Relevant professional qualification (e.g. social work, health, or related field), or equivalent professional experience.
- Evidence of ongoing professional development in safeguarding children and adults.
- Permission to work in the UK.

Attributes and general characteristics (Essential)

- Commitment to the values, aims, and objectives of Kinship.
- Respectful, empathetic approach to working with individuals from diverse backgrounds.
- Flexible and willing to travel across England as required.
- Excellent written and spoken English.

Desirable

- Lived experience of kinship care.
- Experience using Salesforce, Asana, Notion, and/or general AI tools for case management, project management, or documentation.
- Experience in innovation and continuous improvement within safeguarding practice or organisational culture.

Key behaviours required:

Personal attributes:

- **Calm and reflective:** Maintains composure under pressure and in complex or ambiguous safeguarding situations.
- **Clear and effective Communicator:** Explains complex safeguarding decisions and concepts in straightforward, accessible language.

- **Curious and analytical:** Demonstrates professional curiosity, asks probing questions, and seeks to understand the wider context of safeguarding concerns.
- **Self-aware and reflective:** Recognises own biases and limitations, engages in reflective practice, and learns from experience.
- **Innovative and solutions-focused:** Applies creative thinking to problem-solving, service improvement, and challenging safeguarding scenarios.
- **Detail-oriented and organised:** Manages multiple safeguarding responsibilities while maintaining oversight and attention to detail.
- **Resilient and composed:** Sustains focus, energy, and effectiveness in high-pressure, high-stakes environments.
- **Assertive and decisive:** Confidently makes and stands by safeguarding decisions, balancing firmness with empathy.

Behaviours:

- **Accountable:** Takes ownership of decisions and outcomes, ensuring safeguarding is robust, proportionate, and defensible.
- **Positive and professional:** Demonstrates a constructive, professional, and respectful approach in all interactions.
- **Empathic and sensitive:** Responds with compassion and tact to individuals affected by safeguarding concerns, including children, carers, and families.
- **Respectful and inclusive:** Models equity, inclusion, and culturally responsive practice in all professional interactions.
- **Proactive and solutions-oriented:** Anticipates challenges and drives effective, practical solutions.
- **Collaborative:** Works effectively with colleagues, multi-agency partners, and stakeholders to achieve safe and proportionate outcomes.

Your main relationships will be with:

Internal:

- Head of Programmes
- Deputy Designated Safeguarding Leads
- Director of Services and Digital
- Frontline Teams
- Research and Practice Team Lead
- Kinship Family Workers
- Policy and Comms Team

External

- Kinship carers
- Local authority partners
- Statutory, voluntary sector and community organisations

What it means to work at Kinship:

Our vision:

A society in which kinship carers and the children they care for are recognised, valued and supported.

Our mission:

To ensure that kinship carers and the children they care for get the support and recognition they need.

“Knowing what you do helps kinship families that really need support.

Staff at kinship are caring, passionate and positive. Colleagues are genuinely nice to work with and care about each other as well as the kinship families we support. We are always innovating to better support kinship carers.”

(Staff member at Kinship)

We want to offer you the best place to work. Our people are really friendly and incredibly passionate about working alongside kinship carers.

We want you to feel proud to work here and if you join us, we'll do our best to make that happen.

Our Kinship values:

Be bold

We fight for what's right with focus and determination

- Be driven by evidence and deliver quality
- Innovate bravely, fail fast and learn quickly
- Challenge constructively to move us forward



Be stronger together

We see the bigger picture of our work and value collaboration to drive impact

- Recognise and value the part everyone plays
- Bring different strengths and expertise together with purpose
- Ask whose voice and experience may be missing



Step up

We all take responsibility for changing lives and changing the system

- Actively seek and share knowledge
- Step in with ideas and solutions
- Ask for and give honest feedback



Put people first

We care about each other and create spaces where people feel they belong and can thrive

- Bring people together to share experiences and celebrate success
- Listen with curiosity not judgement
- Support with understanding and compassion



Equality, diversity and inclusion:

Kinship is committed to championing equality, diversity and inclusion. We believe our work is greatly enhanced by the varied backgrounds, experiences and views represented within our teams. We aim to create inclusive teams, celebrate differences and encourage everyone to join us and be their true self at work.

We therefore encourage applications from anyone who fits our values, whatever their religion or belief, sex, gender identity, race, age, sexuality or disability and are actively seeking candidates that can bring real innovation and commitment to us.

Candidate application information:

Please refer to the job description for this role to check that you meet the criteria in the “knowledge, skills and experience” section that are necessary for the job.

We will guarantee interviews to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined in the job description.

Please tell us if there are any reasonable adjustments, we can make to assist you in your application.

If you have a disability, which you would like us to take into account, please tell us about this when you apply. Please let us know if we can help and remember that you can request information in large print or in a different format.

How to apply:

Any applications arriving after the closing date will not be considered for shortlisting unless there are exceptional reasons.

Kinship reserves the right to close a recruitment campaign earlier than the advertised where we have received sufficient applications.

Please apply for the role of **Designated Safeguarding Manager** by sending a tailored **CV** and **respond on CharityJobs to these 5 questions:**

For all questions, please provide a maximum of 250 words per answer.

1.Alignment with Kinship: Why do you want to work for Kinship, and why does this Designated Safeguarding Manager role matter to you at this point in your career? Please refer to Kinship’s work and services in your answer, and explain what specifically about this role you are drawn to.

Guidance for applicants:

We are not looking for general statements about values or safeguarding. We want to understand why Kinship, why this role, and why now. Generic answers will score poorly.

2. Trauma informed practice: Describe a specific example where you have led or overseen a safeguarding concern using a trauma-informed approach.

Guidance for applicants:

We are looking for a detailed, real example from your professional practice. Please avoid hypothetical scenarios or general statements about what you “would do.” Be clear about your personal role in the situation, the decision-making process, and the outcome.

3. Contextual safeguarding and professional curiosity: Tell us about a time you applied contextual safeguarding or professional curiosity to a situation where the initial concern did not tell the full story. What did you notice, what questions did you ask, and how did this change the safeguarding response?

Guidance for applicants:

Use a real example. Describe what you did differently because of context, not just what the framework says.

4. Reflective practice and supporting others: Give an example of how you have supported others to improve safeguarding decision-making through reflective practice (for example group reflection or one-to-one discussion). What was the issue and what changed?

Guidance for applicants:

This is not about line management. Focus on how you influenced thinking and practice.

5. Equity, racism and safeguarding: Describe a situation where race, ethnicity or structural inequality affected safeguarding risk or decision-making. How did you recognise this and what did you do to ensure a fair and proportionate response?

Guidance for applicants:

Please ground your answer in a specific case or situation. We are looking for awareness in action, not theory.

Some tips for your application:

- Make sure you’ve read the job description and the essential requirements – make sure your application reflects those points in the requirements very clearly.
- Tell us why you want to work for Kinship. We’re interested in working with people who share our values. You can read about our values above.

- Keep your response clear – use bullets points and short paragraphs if that helps. It will help the recruitment team to focus on your knowledge, skills and experience.
- We know people might use AI – however make sure the answers reflect you and who you are and your experience. So many applications are the same because they're using AI. Make sure you stand out.

Key details:

Apply: Via [CharityJob](#)
Application deadline: 9am on Monday 2 March 2026
First interview: Online - 4 / 5 / 6 March 2026 TBC (30 mins)
Second interview: In person – Tues 10 March 2026

If you would like further information or an informal chat about this role, please contact Fiona Summers, Head of Programmes - recruitment@kinship.org.uk

Conditions of employment and what we offer:

Working hours:

The working week is currently 35 hours per week from Monday to Friday. These may be varied by agreement with your line manager. For some roles, there will be occasions when these hours are exceeded for example some weekend working or a requirement to attend evening meetings. In such circumstances and in agreement with your line manager you may take reasonable time off in lieu. Overtime is not paid.

Holidays:

- 30 days annual leave, plus bank holidays (1 April to 31 March).
- We close for three days between Christmas and New Year, which will be deducted from your annual leave allowance.

Flexible working:

Kinship will consider applications for flexible working arrangements. Kinship will enable as many jobs to be open to job sharing as is operationally practicable.

Learning and development:

A key part of our People Strategy is to continue to develop and enhance the learning experience during your time at Kinship, and we are proud to offer many learning opportunities.

Health and wellbeing:

- Employee Assistance Programme (24/7 confidential advice line and counselling).
- Wellbeing Action Plan for each staff member.
- Wellbeing Wednesdays
- Charity Worker Discount

Travel:

For this role, there is a requirement to occasionally travel across the nations (England and Wales). There may also be, on occasion, the need for overnight stay. Reasonable travel, subsistence and hotel expenses will be covered using the Charity's expenses procedures.

Pension scheme:

All staff will automatically be enrolled into a Group Personal Pension Scheme as part of our requirement to meet automatic enrolment legislation. According to the statutory requirements. We use Nest Pensions. Current employee contributions are 5% and we will contribute 3%.

Probationary period:

All new employees will be required to undertake a period of probation for six months, in which time you will be expected to establish your suitability for the post.

Community:

- Employee resource groups (including Equality, Diversity and Inclusion Working Group and Wellbeing Committee).
- Staff away days.
- Regular social activities online and in person.

Our recruitment process:

As a charity we want to hire the best people to support our vision and mission. People who are values led, high performing and really passionate about doing their best for kinship carers.

We will **guarantee interviews** to any candidates with experience of kinship care (either of being in kinship care or of being a kinship carer) who demonstrate that they meet the essential skills and experience outlined.

We welcome applications from people from all sections of the community, irrespective of race, colour, sex, gender identity, age, disability, sexual orientation, religion or belief.

Kinship is committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives, and we encourage applicants from those groups currently under-represented in our organisation and sector.

Standard clauses:

- This role will require satisfactory Disclosure and Barring Service (DBS) clearance.
- The post holder must at all times carry out their responsibilities with due regard to Kinship's Equal Opportunities Policy and Safeguarding Policy.
- Salesforce is our customer relationship management system (CRM) and all staff are expected to take accountability and responsibility for using it successfully as part of their day-to-day role to support the growth and impact of Kinship and better services for kinship carers.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of all Kinship offices.

Note:

This job description is not exhaustive. Kinship reserves the right to add to or revise the job description at any time - the post holder may be required to undertake any other duties that fall within the nature of the roles and responsibilities as detailed in this document.

Any substantial or major changes will be negotiated with the post holder.