



Job Summary Overview

Job title	Organisational Safeguarding Coordinator
Career family	People Care
Professional pathway	Social Care and Education
Professional pathway level	Intermediate / Officer (Tier 7b)
Grade	Grade 9
Reports to	Practice Supervisor
Financial responsibility	NA
Supervisory responsibility	NA
Reference number	ROP-SOC-2025-7A

Job Summary

The Organisational Safeguarding Coordinator is responsible for undertaking enquiries of low to moderate complexity where organisational safeguarding abuse is suspected for residents who are unable to protect themselves from the experience of neglect or abuse. This post is based in Adult Social Care and the post holder will be required to work collaboratively across Adult Social care and partner agencies to support and promote strong communities, making a real difference to the people and communities we serve, now, and for the future.

This role does not require a professional registration.

The post will be responsible for:

- Ensuring compliance with relevant legislation such as the Care Act 2014, Mental Capacity Act 2005, and Mental Health Act 1983, including providing personalised information and advice to individuals, families, and carers.
- Being responsible for the management and prioritisation of a caseload as allocated by the Practice Supervisor.
- Referring cases, in discussion with the Practice Supervisor, to an appropriate professional where complexities or additional support is required.
- Using strength-based approaches to explore support options, manage risks and achieve outcomes.



- Conduct organisational safeguarding enquiries, including ensuring provider care and support plans, investigation reports and interventions for individuals and others (families and carers) are complete to an appropriate standard.
- Complete mental capacity assessments commensurate with skill level and complexity of presenting circumstances.
- Identify and arrange services to improve and maintain independence.
- Complete analysis of evidence submitted by providers to inform enquiry outcomes.
- Make telephone enquiries, conduct face-to-face visits, and participate in relevant meetings related to safeguarding.
- Participate in safeguarding triage with Practice Supervisor oversight, including providing telephone advice.
- Identify and report safeguarding concerns as defined by the Care Act 2014 and support individuals in participating in safeguarding activities.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Educational Achievements, Qualifications, Training and Knowledge • GCSE or equivalent and/or relevant experience • Good standard of English and Mathematics • Good knowledge and IT ability (word processing, emailing, internet) • Understanding of confidentiality and information sharing protocols • Advanced knowledge of safeguarding principles and legislations	✓ ✓ ✓ ✓ ✓	
Experience: • Experience of working with high levels of safeguarding risks and unpredictability in a social care environment • Good understanding and experience of collaborative working with multi agency organisations and partners. • Good understanding of diverse needs, record keeping, managing workflow, and supporting cost efficiencies.	✓ ✓ ✓	
Job Related Skills: • Adaptability, able to work with a range of stakeholders and as part of a team demonstrating being a strong team player • Good organisational skills • Strong communication skills • Ability to prioritise own's workload effectively • Maintain their CPD • Ability to actively listen and able to demonstrate considerate decision making	✓ ✓ ✓ ✓ ✓ ✓	
Personal Qualities: • Calm under pressure • Receptive to feedback • Demonstrate high levels of resilience	✓ ✓ ✓	



Special Requirements:		
- Flexibility in working hours, - Ability to travel across the county and beyond and access various locations - Ability to safely move and handle equipment as per relevant procedures and health and safety requirements	✓ ✓ ✓	
Training in a similar care-related field.		✓
Experience in social and community services.		✓
Knowledge of recent legislation and policies in social and health care		✓

Working Arrangements

- The post is not politically restricted.
- Enhanced DBS check with Barring List is required
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy [Agile working policy and summary | Oxfordshire County Council Intranet](#).
- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
✓	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	✓	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors



☒	Significant use of computers (display screen equipment)	☒	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☒	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☒	Face-to-face contact with members of the public
☐	Other (please specify):		