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**Additional Role Specific Information**

## POST: Service Manager – National Safeguarders Panel

Service Profile

Under arrangements made by The Children’s Hearings (Scotland) Act 2011, Children 1st has been contracted by Scottish Government to assist Scottish Ministers with the management and operation of the national Safeguarders Panel.

Children 1st’s role includes:

* Operational management of the Safeguarder Panel Team
* Overview of the key processes in delivering the contract
* Planning and development activity for the Team and national Safeguarder Panel
* Recruitment and selection of Safeguarders
* Arranging and providing training for Safeguarders
* Administering appointments of Safeguarders at the request of Children’s Hearings and Courts.
* Administering Safeguarders’ fees and expenses
* Investigating complaints regarding Safeguarders
* Implementing the National Standards for Safeguarders and the Performance Support and Monitoring Framework
* Working with Safeguarders, Scottish Government and other partners involved in the Children’s Hearings system or related Court proceedings
* Reporting progress, internally and to government.

**Safeguarders**

A safeguarder can be appointed by a Children’s Hearing or a Sheriff. The role of the Safeguarder is to safeguard the best interests of the child.

Safeguarders may be required to provide reports and attend Children’s Hearings or any Court proceedings related to Children’s Hearing proceedings.

Safeguarders are self-employed and independent from all other agencies involved in the Children’s Hearings system.

Additional Key Result Areas

* Ensure that the terms of the contact with Scottish Government are met.
* Manage the day-to-day business of the national Safeguarders Panel team.
* Engage with Scottish Government and other partners, including Scottish Children’s Reporter Administration and Children’s Hearings Scotland, to ensure the government’s ambitions for improvement in the Children’s Hearing system are realised in the best interests of children.

Additional Requirements

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| **AREA/COMPETENCY**  | **ESSENTIAL**  | **DESIRABLE** |
| **Work Related Experience**  | * Appropriate experience of the Children’s Hearing and associated Court system in Scotland.
 | * Experience of managing a complaints process
* Experience of leading surveys, small scale research or similar processes (e.g. including focus groups)
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| **Knowledge** | * Substantial knowledge of the role of Safeguarders.
* A working knowledge of the Children’s Hearings (Scotland) Act 2011.
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| **Qualifications** | * Equivalent qualifications could include relevant legal, education, or health qualifications, providing they are accompanied by the required experience, knowledge and skills.
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| **Skills** | * Gathering information and evidence from a range of stakeholders (e.g. parents/carers, children and young people, partner agencies), assessing this evidence and making decisions on the basis of this
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