# Job Profile

Job Title: Safeguarding Audit and Project Specialist

Directorate: Business and Finance Services

Reports To: National Safeguarding Manager

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: 20 August 2025

## Overall Role Purpose

The Safeguarding Audit and Project Specialist helps people with sight loss to live the life they choose by working with the National Safeguarding Manager to close out outstanding actions from internal and external safeguarding audits. The role ensures actions are completed, evidenced and embedded into organisational practice by coordinating cross-departmental efforts and driving accountability with risk owners.

## Key Responsibilities

* Collaborate with the National Safeguarding Manager to review and prioritise safeguarding audit findings.
* Maintain and update a live risk-action tracker, ensuring deadlines, ownership and evidencing are clearly documented
* Coordinate across departments to validate actions and secure necessary resources for implementation.
* Facilitate working groups to embed improvements and encourage safeguarding best practice.
* Prepare status reports and dashboards for senior leaders and audit committees.
* Apply root-cause analysis and recommend changes that enhance safeguarding processes and reduce future risks.
* Foster internal and external partnerships to strengthen compliance and collaborative practice.
* Escalate ongoing risks in line with organisational protocols.
* Communicate clearly across various teams to ensure transparency and accountability.
* Lead on embedding lessons learned from audits into day-to-day business practice.

## Breadth/Scope of Accountability

### People Accountability

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

### Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

# Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

* Comply with all organisational policies
* Promote the vision and values of the organisation
* Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

# Working at Guide Dogs

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

# Person Specification

## Education/Qualifications

#### Essential

* Educated to degree level or equivalent experience in safeguarding, statutory or voluntary services, or a related field.

#### Desirable

* Formal training in audit, project management or compliance.

## Job-Related Experience

#### Essential

* Proven experience managing safeguarding-related audit actions and leading projects with demonstrable impact.
* Track record of implementing change management in resistant environments.
* Experience building partnerships internally and externally to deliver compliance outcomes.

#### Desirable

* Experience in a UK charity or voluntary organisation with safeguarding responsibilities.

## Knowledge

#### Essential

* Demonstrable understanding of safeguarding legislation and procedures.
* Knowledge of reporting and risk management tools (e.g. Power BI, Excel).

#### Desirable

* Familiarity with collaboration platforms such as SharePoint or Confluence

## Skills and Competencies

#### Essential

* Excellent Microsoft Office skills with demonstrable ability to use Word, Outlook and Excel.
* Strong communication skills including drafting reports, delivering presentations and chairing meetings.
* High-level facilitation and stakeholder engagement skills.
* Resilience and ability to manage conflict and navigate organisational and cultural barriers.
* Strong organisation and prioritisation; able to manage multiple initiatives and deliver to deadlines.

#### Desirable

* Experience using Power BI for reporting.

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone – the people we support, donors, partners, our volunteers and staff – to have while working with us. Guide Dogs people are:

* **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they’ve come from and where they’re going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
* **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
* **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

* **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners – and our dogs, of course – to deliver great outcomes. We support and develop each other.
* **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
* **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

## Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we’ll also be assessing ‘safeguarding competencies’ as part of the process. These are:

* Appropriate motivation to work with vulnerable groups;
* Emotional awareness;
* Working within professional boundaries and self-awareness; and
* Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

## Mobility

A flexible approach with a willingness to work outside of core hours and away from home when required.

**Job Group (internal use only)**

This role has been evaluated as a Specialist Professional, please follow this link to view the [salary band](https://guidedogs.sharepoint.com/:w:/g/ETDrr9U4YzdHsA3S7CHSc9EBZy3LbOI0ioxx7UHaXzT37w?e=EOeKzd).