

Safeguarding Manager Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Safeguarding Manager

Position in the Organisation

Reports to the Designated Safeguarding Lead.

Member of our Compliance and Practice Team.

Part of our Dementia Support and Partnerships directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

We are seeking an exceptional individual to provide professional safeguarding leadership and operational management to a team of Senior Safeguarding Officers and Safeguarding Officers.

The postholder is the senior escalation, assurance and decision-making point for complex and high-risk safeguarding concerns across the organisation.

They will provide professional oversight of safeguarding practice, reflective supervision, risk management, quality assurance and defensible decision-making, ensuring safeguarding responses are lawful, proportionate, person-centered and aligned with statutory safeguarding frameworks and best practice. As the organisation continues to increase practitioner autonomy and end-to-end ownership of safeguarding concerns, the role provides the professional oversight necessary to support safe, consistent and accountable safeguarding practice across the Society.

The postholder will oversee casework, support staff development and ensure adults at risk receive timely, proportionate and effective safeguarding responses, in line with legislation and best practice, promoting high-quality safeguarding practice, effective risk management and organisational assurance

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

People Management and Team working

- Provide day to day management, supervision and professional guidance to Senior Safeguarding Officers and Safeguarding Officers.
- Model and promote a positive, supportive team culture focused on high-quality practice and continuous learning.
- Lead performance management, including appraisals, development plans and capability processes where required.

- Ensure reflective supervision and evidence-based practice underpin all safeguarding activity, enabling staff to critically evaluate information, challenge assumptions, recognise patterns of harm and strengthen professional judgement.
- Apply social work theories, professional curiosity and evidence-based risk assessment approaches to support consistent, defensible and high-quality safeguarding decision-making across the team.
- Work closely with the Designated Safeguarding Lead and Head of Safe Practice to promote a positive safeguarding culture throughout the Society.

Safeguarding Oversight and Risk Management

- Ensure all safeguarding concerns and incidents are recorded, investigated, reviewed and managed appropriately, with learning captured and shared
- Maintain oversight of the most complex and high-risk safeguarding concerns, providing professional challenge, scrutiny and assurance that decisions are lawful, proportionate, evidence-based and defensible.
- Support staff to analyse and balance competing considerations including individual autonomy, consent, capacity, self-determination, duty of care, organisational risk and statutory safeguarding responsibilities.
- Ensure safeguarding decision-making is clearly recorded, auditable and capable of withstanding external scrutiny from statutory partners, regulators and safeguarding review processes.
- Define and implement safeguarding thresholds and case management standards to support consistent risk assessment and decision making.
- Act as the senior escalation and assurance point for complex and high-risk safeguarding concerns, escalating matters to the Designated Safeguarding Lead or Head of Safe Practice where appropriate. Lead or delegate complex investigations, providing professional oversight to ensure decisions are legally literate, evidence-based, proportionate, and clearly justified.
- Provide professional oversight of serious safeguarding incidents and significant organisational safeguarding risks, ensuring appropriate escalation, investigation, learning, assurance and reporting.
- Contribute to maintaining the serious incidents escalation log.
- Act as the key point of contact for statutory agencies when required.
- Provide expert advice and professional leadership on safeguarding legislation, statutory guidance, risk assessment, consent, capacity, coercion, self-neglect and safeguarding thresholds.

- Support effective engagement with local authority safeguarding teams, NHS partners, police services and Safeguarding Adults Boards, ensuring safeguarding concerns are managed in accordance with relevant statutory frameworks.
- Ensuring safeguarding practice supports organisational compliance, effective governance, risk management and assurance requirements, maintaining public trust and confidence and supporting the Society's responsibilities as a national charity.
- Participating in the out of hours duty rota as required

Quality Assurance and Service Improvement

- Contribute to the development, implementation and accessibility of safeguarding policies, procedures, standards and resources.
- Lead and oversee quality assurance activity, including case audits, thematic reviews and evaluation of safeguarding practice, ensuring quality, consistency and continuous improvement
- Identify learning from casework, incidents, audits, reviews and safeguarding activity, ensuring findings are translated into practice improvement, workforce development and service enhancement
- Implement service improvements informed by feedback, learning reviews, audits, regulatory expectations and national best practice

Expertise and Reporting

- Maintain up-to-date knowledge of relevant legislation, statutory guidance, emerging risks, serious care reviews and best practice, ensuring safeguarding activity reflects current standards and evidence.
- Analyse safeguarding, performance and casework data to identify emerging risks, performance themes and organisational assurance issues, using insights to inform strategic decision-making and senior leadership reporting
- Produce high-quality reports for senior leaders, governance forums and safeguarding oversight processes, presenting clear analysis, professional judgement, recommendations and assurance regarding safeguarding performance
- Contribute to the development, implementation and ongoing review of the organisation's safeguarding strategy, safeguarding plans and policies.
- Provide safeguarding expertise and visible professional leadership across the organisation, promoting best practice and supporting a culture of learning, accountability and continuous improvement.
- Represent the Society in external safeguarding forums, multi-agency discussions and partnership activity where appropriate.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & knowledge	Application (A) or Interview (I)
A recognised Social Work qualification (e.g. BA, MA, DipSW) and current registration with Social Work England.	A
Significant post-qualifying experience in adult social care, including professional leadership and oversight of complex safeguarding practice, application of statutory safeguarding frameworks, risk management, quality assurance, professional supervision and multi-agency partnership working.	A/I
Demonstrable application of social work theory and evidence-based practice to complex safeguarding situations, including safeguarding case oversight, professional supervision, reflective practice, application of legal frameworks and multi-agency safeguarding working.	A/I
Evidence of continued professional development.	A
Ability to use reflective practice and social work frameworks to critically evaluate information, challenge assumptions and support high-quality professional judgement	A/I
Demonstrable knowledge of the statutory, regulatory and legislative frameworks associated with safeguarding, including the Care Act 2014, Mental Capacity Act	I

2005, Human Rights Act 1998 and issues relating to consent, capacity and proportionality	
Experience of providing professional supervision, coaching and developing others.	I
Ability to manage performance, prioritise work, and oversee workflow in a fast-paced environment.	A/I
Experience in managing staff performance, goal setting and appraisals to deliver on organisational objectives	I
Ability to analyse risk, make defensible decisions and support others to do the same	A
Competent in using case management systems and IT tools.	A/I
Experience in contributing to and implementing safeguarding procedures and policies.	A/I
Partnership working	A/I
Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.	A
Management experience of volunteers	A
Strong report-writing skills, with the ability to synthesise information, analyse evidence and communicate findings with clarity.	A/I

Competencies & Personal Attributes	Application (A) or Interview (I)
A supportive team player who also works well independently.	A/I
Strong organisational skills and attention to detail.	A/I
Non-judgemental, clear and confident communicator.	A/I

Inclusive, respectful and committed to equality and diversity.	A/I
Upholds professional safeguarding standards, ethical practice and organisational values.	A/I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

Basic ☐

Enhanced ☒

Not Applicable ☐

Candidates - If you require further information regarding Criminal Records Check, then please contact: **careers@alzheimers.org.uk**

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: **Employeesupport@alzheimers.org.uk**

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face cooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave