

Safeguarding Lead

Job Profile

April 2026



Post	Safeguarding Lead
Salary	£45,000 - £52,000 (DOE)
Responsible to	Head of Practice Development
Accountable to	Director of Enable Cares

Enable is a dynamic, forward-looking and vibrant charity dedicated to ensuring an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice. Enable Cares provide human rights-driven, self-directed social care for more than 1,100 people across 27 local authority areas in Scotland. We do this through our industry-leading PA model.

Primary Job Purpose

Enable is seeking an experienced and dedicated Safeguarding Lead to oversee and strengthen our safeguarding practices across our services. This is an exciting opportunity to play a vital role in protecting the people we serve across Scotland.

Job Description

The Safeguarding Lead will assume responsibility for advancing safeguarding across Enable. The postholder will be the primary contact for advice, guidance and support across the organisation in respect of safeguarding matters. They will ensure organisational compliance with legislation, guidance and framework terms and conditions across Scotland; strengthening the safeguarding culture across the organisation and influencing strategic and operational focus.

Main Duties & Responsibilities

Operational

1. Act as the primary source of information and guidance on safeguarding for all staff to ensure a standardised approach across the organisation
2. Lead on responding to information that may constitute a safeguarding concern and lead decision making regarding immediate actions required
3. Lead on monitoring, assessing and reviewing internal safeguarding notifications, including trends analysis and the implementation of resulting actions accordingly
4. Ensure safeguarding concerns are investigated and closed timeously
5. Assess information and ensure timely referrals to external agencies, such as Local Authority, Health, and the Police where required
6. Contribute to risk assessments and lead on safeguarding plans for adults at risk
7. Review and audit of internal Safeguarding policy, training, systems and processes
8. Consult where required into internal fact finds / investigations relating to Safeguarding issues

Policy

9. Develop, update and monitor safeguarding policies in line with legislation, national guidance for Child Protection and Adult Support and Protection
10. Keep the organisation's safeguarding policies and procedures updated in line with local and national legislation.

Training & Advice

11. Development and delivery of training and support to staff in respect of Safeguarding
12. Identify training needs framework across the organisation regarding safeguarding practices and procedures
13. Provide support to staff and teams where there is a complex set of circumstances and safeguarding concerns
14. Develop safeguarding resources for management and frontline staff to provide access to national guidance and paperwork

Cross Agency Collaboration and Planning

15. Work at interface between Enable and external agencies to coordinate safeguarding responses and plans
16. Participate in safeguarding case conferences/meetings as required
17. Scope local authority safeguarding guidance across Scotland and be a central source of information internally to inform and guide the organisation during safeguarding procedures including Large Scale Investigations
18. Work closely with Adult/Child Protection committees nationally, as well as The Care Inspectorate, Mental Welfare Commission
19. Ensure appropriate sharing and receipt of information with partners to prevent harm while adhering to GDPR principles

Audit, Reporting and Governance

20. Review outcomes of safeguarding concerns
21. Ensure high standards of documentation regarding safeguarding incidents and concerns, including reporting for regulatory inspection
22. Monitor trends and report to senior management, executive board, non-executive board
23. Use data to track policy and training implementation
24. Identify areas for continuous improvement
25. Contribute to regular internal audits to monitor compliance and potential safeguarding concerns, reporting findings to senior management
26. Participate in learning reviews internally and externally
27. Provide reports to the Director of Services, executive board, non-executive board, and Clinical Safeguarding Advisory Group

Person Specification

Essential Experience

- Experience in operational social care/health at practitioner and management level
- Experience in assessing and analysing need and risk with individuals, preferably in a social care setting
- Demonstrable experience managing safeguarding or child/adult protection concerns
- Experience in management of safeguarding concerns and multiagency collaboration
- Experience in developing training frameworks and design and delivery of training
- Experience in development of systems and processes, policies and audit
- Able to influence organisational cultures
- Professional development in Adult Support and Protection and Child Protection, Trauma Informed practice and risk management

Essential Knowledge

- Strong knowledge of safeguarding legislation and its application in practice through associated guidance and best practice
- Detailed knowledge of Adult Support and Protection (Scotland) Act 2007, Adults with Incapacity (Scotland) Act 2000 and Mental Health (Care and Treatment) (Scotland) Act 2003
- Detailed knowledge of Children (Scotland) Act 1995 and associated national guidance and GIRFEC framework
- Understanding of the Care Inspection Framework regarding safety standards.

Essential Skills & Attributes

- Leadership: Confident in leading, influencing, and supporting staff at all levels
- Communication: Excellent written and verbal communication skills for reports and multi-agency meetings
- Decision Making: Ability to work independently, remain calm under pressure, and make critical decisions
- Integrity: High level of discretion and integrity.

Desirable

- Relevant professional qualification (e.g., Social Work, Nursing, Post Graduate qualification in Adult Support and Protection or Child Protection).