

Job Title:	Designated Safeguarding Lead
Location:	Futureworks, Manchester
Reporting to:	Head of Admissions & Student Experience
Working Hours:	Part-Time 0.75 (Monday-Friday 10am-4pm)
Start Date:	ASAP
Salary:	£25,956 (£34,608 FTE)

About Futureworks

Futureworks provides industry-focused university education across Sound, Music, Film, Television, Games, Animation, and Visual Effects. Our creative community thrives on collaboration, professional practice, and opportunities for students to engage with leading industry professionals. We are committed to widening access to higher education and fostering a diverse and inclusive environment reflective of the creative industries we serve.

Role Overview

The **Designated Safeguarding Lead (DSL)** will provide strategic and operational leadership for safeguarding across the organisation. The post holder will be responsible for promoting a culture of safeguarding, ensuring compliance with statutory and regulatory requirements, managing safeguarding concerns and referrals, and acting as the principal point of contact for students, staff, external agencies, and partner institutions on safeguarding matters.

Alongside the DSL function, the role will provide student-centred welfare support, advice, and guidance to students experiencing personal, emotional, mental health, wellbeing, or safeguarding-related challenges. The post holder will work closely with Deputy Designated Safeguarding Leads (DDSLs), academic staff, student services colleagues, external agencies, and partner universities to ensure that students receive appropriate support and intervention, particularly where risk, vulnerability, or complex needs have been identified.

The role will have responsibility for the oversight of safeguarding records, safeguarding training, policy implementation, and the effective management of high-risk and vulnerable students.

Safeguarding Leadership

- Act as the institution's Designated Safeguarding Lead (DSL), maintaining overall responsibility for safeguarding and student protection across the organisation.
- Lead the development, implementation, and continuous review of safeguarding policies, procedures, and practices, ensuring compliance with regulatory requirements and sector best practice.
- Provide safeguarding advice, guidance, and support to staff across the institution.
- Support Deputy Designated Safeguarding Leads (DDSLs), ensuring appropriate oversight and consistency of safeguarding practice.



- Deliver and coordinate safeguarding training and awareness activities for staff and contribute to the development of a safeguarding-focused culture.
- Maintain oversight of safeguarding concerns, referrals, actions, and outcomes, ensuring accurate and confidential record keeping.
- Prepare safeguarding reports, trend analysis, and management information to support quality assurance, governance, and institutional oversight.

Case Management and Student Support

- Act as the lead professional for complex, high-risk, and sensitive safeguarding cases.
- Assess and manage risk relating to students who may be vulnerable due to mental health concerns, self-harm, suicidal ideation, domestic abuse, exploitation, substance misuse, radicalisation, abuse, neglect, or other safeguarding concerns.
- Coordinate safeguarding interventions, safety planning, and ongoing support arrangements for students identified as being at risk.
- Provide welfare support, advice, and guidance to students, ensuring appropriate referral and signposting to internal and external services.
- Manage a caseload of safeguarding and welfare cases, maintaining professional boundaries and ensuring timely intervention where concerns arise.
- Coordinate multi-agency support arrangements and participate in safeguarding meetings as required.
- Work collaboratively with academic teams to support student retention, engagement, and wellbeing while balancing student welfare with safeguarding responsibilities.

Agency and Partnership Working

- Develop and maintain effective relationships with relevant external agencies and support services, including local authorities, adult social care, mental health services, NHS services, police, Prevent partners, domestic abuse services, charities, and specialist support providers.
- Act as the primary institutional contact for external safeguarding agencies and partner universities.
- Make referrals to external agencies where appropriate and ensure effective follow-up and coordination of support.
- Support safeguarding-related information sharing in accordance with statutory guidance, data protection legislation, and organisational procedures.

Student Welfare and Support Services

- Oversee the coordination of counselling services, maintaining effective relationships with external and placement counsellors.
- Support students with learning difficulties, disabilities, neurodivergence, mental health conditions, and other support needs through appropriate guidance and referral.



- Work with academic teams to implement reasonable adjustments and support plans where appropriate.
- Maintain and develop student support resources and safeguarding information available through institutional systems and platforms.
- Contribute to wider student support and engagement activities that promote safety, wellbeing, inclusion, and student success.

Essential Criteria

- Significant experience of safeguarding practice within education, youth work, social care, health, or a related environment.
- Experience of managing safeguarding concerns and complex casework involving vulnerable adults and young people.
- Demonstrable experience of acting as a Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, or equivalent safeguarding professional.
- Strong knowledge of safeguarding legislation, statutory guidance, referral processes, and multi-agency working.
- Knowledge of key safeguarding risks and themes including mental health, self-harm, suicide risk, domestic abuse, exploitation, radicalisation, online safety, abuse, and neglect.
- Experience of undertaking risk assessments and developing support or safety plans for vulnerable individuals.
- Knowledge of relevant safeguarding partners and external agencies, and confidence in making referrals and coordinating interventions.
- Experience of providing welfare, wellbeing, pastoral, or student support within an educational environment.
- Excellent communication, relationship-building, and influencing skills, with the ability to work effectively with students, staff, and external professionals.
- Ability to manage sensitive information appropriately and apply sound professional judgement in complex situations.
- Strong organisational skills and the ability to maintain accurate, confidential records and manage competing priorities.
- Understanding of confidentiality, information-sharing protocols, data protection legislation, equality legislation, and health and safety requirements.

Desirable Criteria

- DSL qualification or advanced safeguarding training.
- Mental Health First Aid qualification or equivalent.
- Knowledge of safeguarding responsibilities within the Higher Education sector.
- Experience of working with students in an FE or HE setting.
- Experience of delivering safeguarding training, workshops, or staff development activities.



- Knowledge of Student Finance, Disabled Students' Allowances, hardship funding, bursaries, and wider student support services.
- Experience of supporting students through complex welfare, attendance, engagement, or retention-related challenges.

How to apply

Applications should be in the form of a CV and covering letter and addressed to the **Head of Admissions and Student Experience** quoting reference SWO290826. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Head of Admissions & Student Experience
Futureworks
Riverside
New Bailey Street
Salford M3 5FS

