

**We're
Hiring**

Join Sage Advocacy

Home

Nursing Home

Hospital

JOIN US

AND MAKE

A DIFFERENCE



Safeguarding Lead

Job & Person Guide

The primary purpose of this role is to act as the primary safeguarding lead for Sage and to manage and ensure the quality of safeguarding casework and related activities across all regional teams and all areas of Sage's activities.



Reporting To

The Safeguarding Lead will report to Case Management & Support (Assistant CEO).

At A Glance... Ten things to know about the role



Contract

This appointment is a fixed term contract of one year with the potential to extend, subject to availability of funding.



Place of Work

The successful candidate will work primarily from Sage Advocacy's National Office.



Key Relationships

CEO, members of the Service Management and Case Management Groups, Regional Teams, Legal Support Unit, HSE Safeguarding and Protection Teams and HSE National Safeguarding Office.



Working Hours

Working hours, including provision for lunchbreaks, will generally average 40 per week over a four weekly period



Salary

The salary for this role will be commensurate with experience



Probationary Period

A six months probationary period will apply with performance reviews every two months within the probation period.



Benefits

**25 days annual leave.
A 5% contribution to a PRSA scheme following completion of probation**



Application Deadline

Applications to recruitment@sageadvocacy.ie
Put job title in subject line.
See job posting for deadline



Application Requirements

Curriculum Vitae (no more than four pages) and detailed cover letter (one to two pages in length)



About Sage Advocacy

Sage Advocacy is the National Advocacy Service for Older People. It works to ensure that people have easy access to information, support, independent advocacy and safeguarding services in all settings: homes, day centres, respite facilities, congregated care settings / nursing homes, hospitals, hostels, hospices and in the process of transition between them. It also provides supports to vulnerable adults and healthcare patients in situations where no other service is available to them.

It has expanded its services with the support of the Department of Education to meet the support and advocacy needs of survivors of institutional abuse. Since it was established in 2014, with the support of the HSE and The Atlantic Philanthropies, it has built a strong reputation for independence of thought and action and is a 'go to' service in relation to issues of capacity and decision making.

Sage provided information, support and advocacy services to more than 12,000 people (cases & queries) in 2024 and demand for its services is growing. The work of Sage on behalf of clients is independent of family, service provider or systems interests. The service is free of charge and confidential. Sage Advocacy ensures that a person's voice is heard, that their wishes are taken into account and that they are assisted, in whatever ways necessary, to be involved in decisions that affect them.

We are publicly funded and while we collaborate where possible, we challenge where necessary. The motto of Sage Advocacy is **Nothing about you / without you.**

Sage's work is guided by Quality Standards for Support & Advocacy Services for Older People, the Guiding Principles of the Assisted Decision Making (Capacity) Acts and the Code of Practice for Independent Advocates of the Decision Support Service. Detailed service policies and guidelines are regularly reviewed in the context of experience. A Case Management Group oversees complex casework issues supported by in-house legal advisers and external expertise when required.

Responsibility for the overall development and governance of the service rests with the Board of Trustees of Sage Advocacy clg | CRO #610824 | RCN #20162221 | CHY #22308.

Recruitment for this role is part of the next phase of development of Sage Advocacy in the context of significant legislative changes, the expansion of support and advocacy services for survivors of institutional abuse and the emergence of HSE Health Regions, as proposed by Sláintecare.

Working With Us

Purpose of the Post

To act as the primary safeguarding lead for Sage and to manage and ensure the quality of safeguarding casework and related activities across all regional teams and all areas of Sage's activities. This will be achieved through oversight and analysis, ensuring follow up and effective management of safeguarding concerns brought to the attention of the service and ensuring that all casework with a safeguarding element is supported by clear policy and practice guidelines and review and learning opportunities as well as case audit.

Reporting Relationship

Reports to: Case Management & Support (Assistant CEO).

Key Relationships: Works closely with the CEO in respect of safeguarding issues which might require direct CEO engagement with relevant authorities, with members of the Service Management and Case Management Groups, Regional Teams, the Legal Support Unit, HSE Safeguarding and Protection Teams and the HSE's National Safeguarding Office.



Job & Person Guide

Safeguarding Lead

Skills, Competencies, Attributes and Knowledge

EXPERIENCE

- Has wide ranging safeguarding experience and life experiences to enable the confident and ethical performance of duties within the legal and regulatory frameworks

DEVELOPMENT

- Be able to lead the provision of safeguarding services within Sage and be able to identify opportunities for the further development of safeguarding practices within the context of evolving legal, advocacy and safeguarding landscapes

RELATIONSHIPS

- Be able to form relationships with people and elicit their trust, especially with vulnerable adults, survivors of institutional abuse, older people, healthcare patients, distressed or bereaved relatives and with people whose behaviours they may find challenging
- Be able to develop and maintain good relations with senior figures in the health, social care and legal services and in the wider framework of public service provision
- Be able to collaborate, negotiate and agree plans with others; and work in partnership with clients / healthcare service providers / families / social networks
- Be able to take guidance and manage their time and energy according to workload and priority

COMMUNICATION

- Be able to communicate clearly and effectively, both formally and informally with a wide range of people (in writing, in person, on the phone). They should be able to give clear information to the public, to health and social care professionals, to legal practitioners and Gardaí, to people with differing communication abilities and to the relatives of clients
- Be able to communicate effectively regarding urgent safeguarding issues.

KNOWLEDGE

- Candidates should be highly knowledgeable on a range of issues relevant to the information, support, advocacy and safeguarding continuum. Examples

would include: Safeguarding & LRC Report, Assisted Decision Making (Capacity) Acts, Advance Healthcare Directives, Enduring Power of Attorney, Wills, Wards of Court, functional assessment of capacity, restraint, protection of liberty in places of care, Nursing Home Support Scheme, Home Care Packages, pensions, social entitlements, family rights, housing, local authority, health and social care structures as well as the relationships between them

- Candidates should have a good understanding of the policy and legal frameworks within which Sage Advocacy operates and the Quality Standards that guide its work

- Candidates should have a good understanding of the systems of health and social care governance and provision and how to access health and social care services, as well as knowledge concerning financial management, housing, home and congregated care, supported decision making, institutional abuse

- Candidates should have good IT skills and be able to maintain records, and be able to use CRMs / case management systems.

ESSENTIAL CRITERIA

- The chosen candidate will have considerable experience in the practice of safeguarding with vulnerable adults, older people and survivors of institutional abuse, have a professional qualification in social work, nursing, law, policing or finance and reflect a mature mix of principled practice with a pragmatic approach to achieving practical outcomes for clients.
- Proven track record in managing complex cases and implementing policies across health or social care settings
- The candidate will have a deep understanding of Irish safeguarding practices and legislation, including the Assisted Decision-Making (Capacity) Acts, LRC Report on Adult Safeguarding, HSE Safeguarding Policy, Protection of Liberty Safeguards and other relevant laws and policies.
- Experience in developing, reviewing and implementing safeguarding policies and procedures, with a focus on continuous improvement and lean techniques.
- A commitment to the values and principles of Sage Advocacy, in particular, "Nothing About You/Without You".

OTHER REQUIREMENTS

The successful candidate will work primarily from Sage Advocacy's National Office.



Job & Person Guide Safeguarding Lead

Terms and Conditions of Employment

This appointment is a fixed term contract of one year with the potential to extend, subject to availability of funding. A six months probationary period will apply with performance reviews every two months within the probation period. Support

and mentoring will be provided thereafter to complement ongoing performance reviews. There will be a 5% contribution to a PRSA scheme following successful completion of probation. Annual leave is 25 days.

Personal Attributes / Character SAGE ADVOCACY STAFF ARE EXPECTED TO:



Be approachable, friendly and easy to talk to; non-judgemental; sensitive to others; involving and inclusive



Be collaborative, supportive and capable of working in a collegiate way



Be conscious of and take responsibility for meeting deadlines



Be respectful of people, their privacy and of their relationships with family members/social and work networks



Be self-aware and assured without being arrogant or egotistic



Value individual autonomy, self-determination and personal empowerment



Be proactive and willing to take initiative regarding raising advocacy awareness among health and social care services personnel and all other providers of services to the public



Be vigilant, attentive to instances of poor quality and standards and the status of vulnerable adults, older people and healthcare patients



Be open to self-review, to receiving feedback and accepting support, supervision and mentoring



Be independent and free from any conflicts of interest.



Be compassionate as well as passionate about enabling vulnerable adults, older people and healthcare patients to have their voice heard



Be curious, creative and innovative, open to exploring different ways of doing things and problem solving while understanding the wider context and possible implications of different approaches



Key Dates & Requirements



Application Deadline

Applications to
recruitment@sageadvocacy.ie
Put job title in subject line
See job posting for deadline.



Application Requirements

Curriculum Vitae (no more
than four pages) and
detailed cover letter (one
to two pages in length)



Interview/Shortlisting

Initial online interviews are
scheduled to start in the week
following the deadline for
applications. Two further
rounds of interviews will
follow with the objective
of making an appointment
by the end of October.

DATA PROTECTION AND PRIVACY

● Sage Advocacy's full Data Protection and Privacy Statement can be viewed online at www.sageadvocacy.ie/data-protection-privacy-statement.

MORE INFORMATION

● You can contact Sage Advocacy at 24-26 Upper Ormond Quay, Dublin D07 DAV9 | info@sageadvocacy.ie | 01-5367330

If you have a query about a specific issue relating to this job please email recruitment@sageadvocacy.ie with your email and mobile details and we will do our best to respond to you as quickly as possible.