



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Safeguarding Adults and Community Safety Board Business Manager
Job Reference	
Service	Adult Social Care / Place & Growth
Team	Adult Safeguarding / Community Safety
Location	Shute End and Home Working
Reports to	Service Director - Safeguarding, Quality & Governance
Responsible for	No direct reports
Grade	10
Contract Type	Permanent
Hours	37 hours per week

Main Accountabilities	
1.	Provide strategic support to the Safeguarding Adults and Community Safety Board, including the development and implementation of business plans, annual reports, and board-wide policies.
2.	Coordinate and facilitate Board meetings, sub-groups, and multi-agency partnership events, ensuring effective communication and timely follow-up of actions.
3.	Monitor and report on progress towards the Board's strategic aims and statutory responsibilities, ensuring that safeguarding and community safety action plans are delivered.
4.	Oversee Safeguarding Adult Reviews, Domestic Homicide Reviews, adult safeguarding and community safety audits, and learning processes, supporting partners to act on recommendations and embed best practice.
5.	Develop and maintain robust information management systems, ensuring confidentiality and compliance with GDPR and relevant legislation across safeguarding and safety workstreams.
6.	Act as a central contact for Board members, stakeholders, and external partners, ensuring effective information sharing and collaborative working across adult safeguarding and community safety issues.
7.	Support the development and delivery of multi-agency training programmes and public awareness initiatives covering adult safeguarding and community safety.
8.	Prepare high-quality reports, briefing papers, and presentations for the Board, its partners, and wider communities.
9.	Promote best practice in adult safeguarding and community safety throughout partner agencies and the wider community.
10.	Stay up to date with relevant national and local legislation, statutory guidance, and policy developments relating to adult protection and community safety.





11.	Develop and maintain professionals and public facing web enabled platforms across adult safeguarding and community safety workstreams
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Person Specification	Essential	Desirable
Education/Qualifications	Maths & English GCSE.	Degree or equivalent qualification in a relevant field (e.g. social work, public administration, criminology, community safety).
Experience	Significant experience in safeguarding, community safety, partnership working, within health, social care, policing or relevant sectors.	
Skills/Knowledge	Comprehensive understanding of adult safeguarding legislation, community safety statutory guidance and effective multiagency working.	Exceptional organisational, communication and interpersonal skills; ability to manage multiple priorities and work to deadlines.
Behaviours/Attributes	Professional integrity, discretion, and a strong commitment to promoting the wellbeing and safety of adults at risk and the wider community.	

Purpose Details	
Service Purpose	The Wokingham Borough Safeguarding Adults & Community Safety Board is established in line with: - The duties set out in section 43 and schedule 2 of the Care Act 2014, as the statutory mechanism for agreeing how and local safeguarding arrangements and partnerships act and cooperate to help and protect adults at risk of, or experiencing, neglect and/or abuse. - The mandate under the Crime & Disorder Act 1998 for the formation of a local community safety partnership as the mechanism for how agencies will work together to keep Wokingham safe and achieve the shared ambition of building and maintaining a great community.
Role Purpose	The Safeguarding Adults and Community Safety Board (SACS Board) Business Manager is responsible for the effective coordination, management, and administration of the Board and its activities. This role enables the Board to fulfil its statutory obligations to safeguard adults at risk and to advance community safety, promoting partnership working and supporting the delivery of strategic objectives across both safeguarding and safety agendas.

Supervision and Relationships	
Supervision Received	The post holder will report directly to the Service Director for Safeguarding, Quality & Governance
Supervision Given	NA





Contacts	The post holder will work in close collaboration with local authority partners, NHS, police, fire and rescue, probation, voluntary sector and other stakeholders.
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Resources/Budget Management
Management of budget of up to £200k for business unit of the Board, including costs for learning reviews, external assurance partner and website costs.

Special Requirements
The role may require occasional travel and attendance at meetings outside normal working hours. Enhanced DBS with adults and children's barred list.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	Yes
Hand Arm Vibration	No
Lone Working	Yes
Healthcare/Social Contact with Patients	Yes
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	No
Specialised Medical Screening	No
Night Working	No





Safety Critical Work	No
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Nature of the Role	Details
Healthcare or Hospital Work	No
Working with Children (under 18)	No
Working with Elderly/Vulnerable Adults	Yes
Work Environment Details	Home/office

Role Involvement	Details
Working with Children	Yes
Working with Vulnerable Adults	Yes
Both of the Above	Yes
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	No

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS with adults and children's barred list.
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Renewal every three years in line with best practice.

Evaluation Declaration	
Date of Evaluation:	29/09/2025
Evaluated by:	Nargis Phagura - JE Project Lead

