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JOB APPLICATION PACK

Head of Safeguarding

January 2026

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**NEW
HORIZON
YOUTH
CENTRE**

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OUR STORY

London is a fantastic city to call home, but a central truth remains in the capital. Every year thousands of young people find themselves unhoused, unsupported and unsafe.

That's why New Horizon Youth Centre exists.

Founded in 1967 by Lord Longford to address the needs of young people who were homeless and misusing drugs in the West End of London, today New Horizon Youth Centre continues to be a vital support network for 16–24-year-olds with nowhere else to go.

Through the services we provide at our day centre, via outreach and remotely, our multidisciplinary team of over 70 staff support thousands of young people experiencing homelessness in London to find safety, improve their wellbeing, develop skills for life and ultimately find somewhere that they can call home.

“For as long as young people are homeless and unsafe in London, we will be on a mission to give their potential a home”

For more info about our impact, [please take a look at our latest impact report.](#)



COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

New Horizon Youth Centre is committed to recognising and valuing difference and ensuring fairness and equity; and recognising and seeking to redress inequity and disadvantage wherever possible. We have an ongoing action plan to improve our Equity, Diversity and Inclusion (EDI) practices, which every member of our organisation has a role in contributing to.

As a service provider to young people facing homelessness and who are unsafe, we aim to be an empowering, supportive employer and to offer as much flexibility as possible to help each individual realise their full potential as users of New Horizon Youth Centre and as employees. We believe that this approach is key and central to promoting and developing diversity.

We recognise that true diversity in our community and within the staff group also involves a willingness to act, where necessary, by combating the effects of existing barriers to fair and equal treatment. Within society certain groups are unfairly discriminated against – for example on the grounds of race, gender or gender identity, disability, sexuality, age and class – and are, as a result, disadvantaged in terms of their access to services and employment. We will, where appropriate and where possible, seek to positively redress the effects of this discrimination. Any action we take will be legally compliant and consistent with our approach of making young people and staff feel valued and respected.

We recognise that many people have suffered disadvantage and barriers to progress for all kinds of reasons related to them as an individual and not because of their personal characteristics such as homelessness, employment, economic or domestic circumstances, or involvement with the justice system. For this reason, our commitment to diversity includes being supportive, positive and open minded.

We encourage applications from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion, and socio-economic backgrounds.

New Horizon Youth Centre is deeply committed to inclusive working practices, so during the application process we commit to:

- Reimbursing any childcare and other care costs whilst you are attending interviews.
- Reimbursing your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

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OUR WORK IS GUIDED BY THREE VALUES:

We **champion** young people



We **collaborate** for impact



We are **determined** to find a way



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NEW
HORIZON
YOUTH
CENTRE

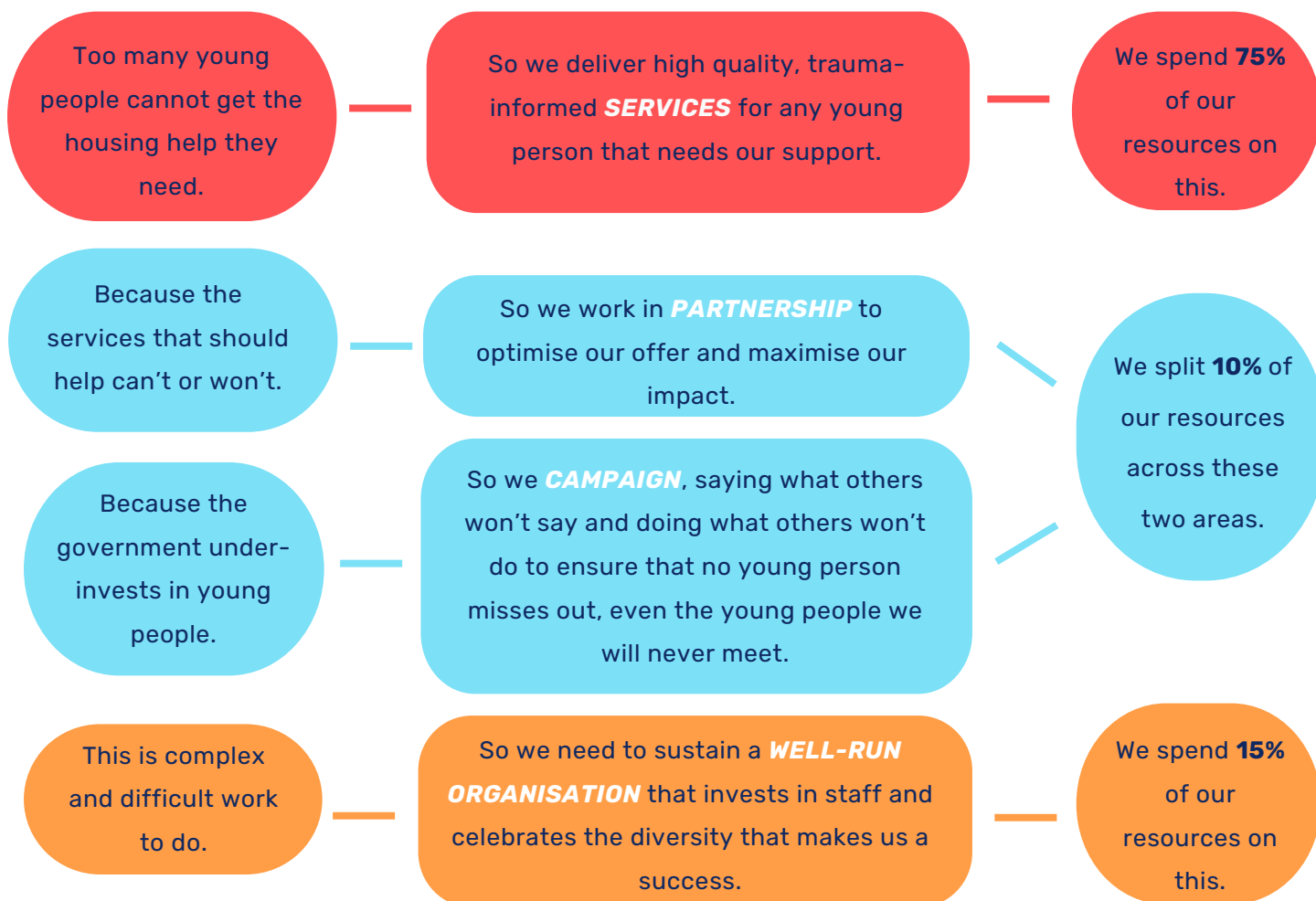
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BACK TO OUR BEGINNINGS: ROOTED IN OUR PAST, FOCUSED ON OUR FUTURE – OUR STRATEGY 2025-2030

With rough sleeping at record levels and more young people fleeing violence, there's a pressing need and growing gap for **a specialist emergency response that can support young people in crisis and open up housing for thousands more** young people in need. Rather than trying to provide everything ourselves for all young people until they turn 25, we can **focus on being excellent at supporting young people to get the safe homes they deserve as quickly as possible, support with life skills and living independently and helping them create a future without needing our support.**

By getting back to our beginnings we will lean on our **unique heritage as the only youth-specific day centre and drop-in for in London** and continue our long and proud history of being here for young people who find themselves homeless in the capital. Doing so means making some tough choices about who we cannot support and so **our focus will shift to those in more immediate need, prioritising them over those we have already housed and more focused at moving people on successfully at this point.**

We will support every young Londoners in crisis to access safety, support and stability, then transition them onto independence. We will do this by providing: Successful Services, Productive Partnerships & Confident Campaigning.



NH YC

**"New Horizon.
It might not be your home.
They might not be your parents.
They might not be your family.
But they want you to win in this
world."**

Najma, 21



NEW HORIZON YOUTH CENTRE

JOB DESCRIPTION – HEAD OF SAFEGUARDING

ROLE OVERVIEW

As Head of Safeguarding, you will lead New Horizon Youth Centre's safeguarding strategy and practice, ensuring we provide the highest standards of safety and care for the young people we support. You will act as Designated Safeguarding Lead, overseeing quality, consistency and continual development of safeguarding practice across the organisation.

You will work closely with the Chief Operating Officer to develop and implement relevant safeguarding policies, facilitate staff training, embed learning from incidents, and ensure safeguarding is understood as everyone's responsibility. This is a senior role with strategic and advisory responsibilities, but no direct line management of frontline delivery staff.

We are happy to consider candidates taking their first step into leadership and we will consider exceptional part time candidates to ensure we find the right person or people for the role. We particularly welcome candidates from Black, Asian and minority ethnic communities as these are overrepresented communities in our services and yet underrepresented within our leadership.

Reporting to: Chief Operating Officer

MAIN TASKS AND RESPONSIBILITIES

1. Lead NHYC's organisational safeguarding strategy, setting high standards for policy, culture, and practice.
2. Maintain up-to-date knowledge of safeguarding legislation and best practice, ensuring NHYC remains compliant and responsive to the external environment.
3. Develop and review NHYC's safeguarding policies and procedures, in collaboration with the COO, ensuring policies are accessible, inclusive and understood across teams.
4. Convene regular forums with deputy DSOs to review cases, share learning and drive continuous improvement.
5. Act as a key point of contact for safeguarding concerns or incidents to be escalated. Provide appropriate leadership, advice and case support to teams across our frontline services.
6. Ensure maintenance of high quality, accurate safeguarding records.

New Horizon Youth Centre

Head of Safeguarding

Job Application Pack, January 2026



7. Coordinate responses to serious safeguarding incidents where required, including using insights from reviews to inform ongoing training, policy and practice improvements.
8. Develop and deliver internal safeguarding training for staff at all levels of the organisation.
9. Promote reflective practice and continuous learning across teams.
10. Represent NHYC in relevant safeguarding forums, networks or multi-agency meetings.
11. Liaise with statutory safeguarding partners as needed, ensuring appropriate referrals and escalation.
12. Provide regular safeguarding reports to the COO, Leadership Team, and Board of Trustees.
13. Support Trustees in fulfilling their safeguarding oversight responsibilities, including through training and assurance reporting.
14. Following New Horizon's policies, procedures and performance expectations in all functions of the post.
15. Undertaking any other duties as may be reasonably required by the Chief Executive or Chief Operating Officer.

PERSON SPECIFICATION

We are looking for an individual who can demonstrate the following competencies and want to use these to the full in their work.

E: Essential

D: Desirable

KNOWLEDGE AND EXPERIENCE REQUIRED

Experience

1. Significant practical safeguarding experience gained through professional experience in youth, homelessness or social care services, or a relevant field. (E)
2. Professional qualification in social work or equivalent. (D)
3. Proven track record of advising or overseeing safeguarding practice within a complex organisation, including effectively managing high levels of risk. (E)
4. Experience upskilling teams around safeguarding policy, including through conducting case reviews and/or delivering training. (E)
5. Experience of using IT systems (including databases) to support the achievement of personal and collective work goals. (E)

Knowledge and skills

6. A thorough understanding of the issues, barriers, and challenges which young people experiencing homelessness might be facing, especially at the point of accessing help and support. (D)
7. Current knowledge of safeguarding legislation, regulation and best practice. (E)
8. Strong and assertive communicator – able to influence, train, advise and challenge both internal stakeholders and external statutory partners when needed. (E)
9. Confident in responding to safeguarding concerns, incidents and organisational learning needs. (E)
10. High level of emotional intelligence and ability to build trust with staff at all levels. (E)
11. The ability to multitask, make decisions, and manage multiple priorities effectively in a pressured, fast-paced environment. (E)
12. Ability to maintain enthusiasm for a high level of contact with young people on a day-to-day basis and a genuine passion for supporting young people to move towards independent living. (E)
13. A working knowledge of and commitment to Equity, Diversity and Inclusion as it applies to a service and in the workplace. (E)

Additional Job Requirements

14. Willingness and ability to work outside of normal hours on occasion (within New Horizon's flexible working arrangements). This includes some work over the Christmas period. (E)
15. Willingness to work flexibly in response to changing organisational requirements. (E)

New Horizon Youth Centre

Head of Safeguarding

Job Application Pack, January 2026



ADDITIONAL INFORMATION

Location:

The post is based at: New Horizon Youth Centre, 68 Chalton Street, London, NW1 1JR.

Contract:

The contract is ongoing, subject to successful completion of a probationary period.

Hours of work:

The post holder will be required to work 35 hours per week, Monday-Friday. To ensure we find the right candidate for the role, we will consider part time hours.

Pay:

The starting salary for role is AP37: £46,800.

The salary scale is: AP37 (£46,800) to AP41 (£52,000).

Other benefits:

- 30 days annual leave per year (pro rata), plus bank holidays and some additional time off over Christmas
- Employer contribution of 6% to a group personal pension scheme
- Enhanced Employee Assistance Programme, including 24-hour helpline, access to counselling, contributions towards medical expenses, discounted gym memberships, high street vouchers and more
- Clinical Supervision and Reflective Practice
- Staff Loan Policy, including Cycle to Work scheme
- Generous Training budget and a Diversity Leadership Programme
- Regular Staff Away Days and teambuilding activities

TIMESCALES AND HOW TO APPLY

The timescales for recruitment are as follows:

| | |
|---|---|
| Closing date and time for applications | 9am, Friday 30th January 2026 |
| Shortlisted candidates will be informed | 3rd February 2026 |
| Interviews | Monday 9th February 2026 |

If you wish to apply for this position, you will need to supply:

1. **A CV** setting out your career history, education or qualifications, and other key responsibilities or achievements (2 sides of A4). *Please do not include your name, initials, contact details or references in the CV and the file name.*
2. **A supporting statement** (1500 words or up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the **Person Specification**. *Please do not include your name, contact details or address.*

The supporting statement is an essential part of your application and will be assessed for shortlisting purposes.

3. **Completed diversity and adjustment questions** – Your data will be stored separately from your application and will at no time be connected to you or your application by the shortlisting panel.

To apply, visit our careers site: <https://jobs.nhyouthcentre.org.uk>

We do not consider incomplete applications.

You will be notified if you have not been shortlisted. However, we are unfortunately unable to provide each individual application with feedback.

If you have any questions or would like to arrange a call to discuss the role, please feel free to email us at recruitment@nhyouthcentre.org.uk or call 0207 388 5560.

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Giving potential a home since 1967

**nhyouthcentre.org.uk
@nhyouthcentre**

**Charity number: 276943
Company number: 01393561**

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