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**Police Staff**  
**SARC Manager**  
**Safeguarding**  
**Role Definition:OO020 / 20403**

**ROLE DEFINITION**

Dept / Area Command:	Safeguarding	Section:	TBC
Post Title:	SARC Manager	Post Reference:	OO020 / 20403
Post Grade:	Grade H	Location:	Forcewide Various Locations
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Chief Inspector Safeguarding		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	To manage, develop and coordinate the delivery of the multi-agency services provided from within the Sexual Assault Referral Centres (SARC), ensuring that a safe and appropriate environment is created to support and safeguard vulnerable people in line with strategic direction.		

**Key Responsibilities:-**

- 1. Manage and coordinate the provision of the specialist capability provided within the SARC function across the force on a day to day basis in order to ensure an efficient and effective service is provided to vulnerable people.**
- 2. Manage partnership contracts, overseeing and liaising with the external providers to ensure effective delivery and planning of provision is line with demand and delivers services that meet local / national quality standards.**
- 3. Develop, implement and manage effective systems and processes in order to monitor the expenditure and performance of all activities and are able to respond to changing priorities and inform business planning processes.**
- 4. Provide leadership and direction to the multi-agency teams within the SARC and ensure the health, safety and wellbeing of all personnel whilst on site at the SARC.**

**5. Develop, monitor and evaluate effective governance, legislative and procedural frameworks that ensure quality of service provision, drawing on external specialist advice where appropriate.**

**6. Lead on the continued development and promotion of the bespoke multi-agency services within SARC, providing relevant inputs to raise awareness and seek opportunities to develop further collaborative and partnership working arrangements that are appropriate and resilient to meet future demand.**

**7. Develop and implement continuous improvement, quality assurance and best practice across the facilities to enhance service delivery whilst ensuring all standards are met minimising risk to the force.**

**8. Work with the force strategic lead for rape to assess capability, performance and delivery requirements in order to ensure that the SOIT profile is fully compliant with forensic training, policies, procedures and legislation.**

**9. Represent the force at a local, regional and national level in order to inform strategic direction, identify emerging issues and ensure the development of policies and procedures to support the overall strategic aims of the force.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.