Dear Applicant,

**Safeguarding Officer**

Thank you for your interest in the above post. The job information pack contains the following:

* The job description and person specification
* Background information
* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like to apply for the post, please click on the link on the website to complete the online application form. You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

We intend to perform a criminal record check (DBS) for this postholder as part of the recruitment.

Please ensure that you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish. The closing date for receipt of application forms is **Monday 8 July 2019** at **9am**. Interviews will take place on **16 July (AM) and 18 July (AM) 2019**.

**We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date, your application has not been successful on this occasion.** Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **JOB TITLE:** Safeguarding Officer  **REPORTING TO**: Head of Events & Committee Services  **RESPONSIBLE FOR**: n/a  **DEPARTMENT**: Communications and Services  **DATE**: March 2019 |

**Job Purpose**

The Safeguarding Co-ordinator leads BYM’s development of safeguarding good practice and ensuring it is embedded in all its work creating a culture of informed vigilance. The Safeguarding Co-ordinator’s role fulfils two primary functions to ensure compliance across BYM for safeguarding children, young people and adults at risk of abuse.

1) Working with teams across BYM to help develop and deliver a safeguarding framework that protects everyone from abuse and exploitation and creates a culture of safeguarding being everybody’s responsibility. The Safeguarding Co-ordinator will act as a key source of support, guidance and expertise working closely with BYM staff to ensure that safeguarding is integrated throughout BYM’s centrally managed work.

2) Working with Quaker area meetings to help Quaker communities continuously improve safeguarding practice and manage safeguarding concerns. The Safeguarding Co-ordinator will ensure Quaker meetings have access to resource materials and understand appropriate training. The Safeguarding Co-ordinator will support Quaker meetings to find appropriate advice on concerns and with implementing solutions in their communities.

The Safeguarding Co-ordinator is the lead safeguarding practitioner at BYM. Safeguarding responsibility also rests with BYM’s Designated Safeguarding Lead (a member of the senior management team) and a group of Deputy Safeguarding Officers (staff with safeguarding responsibilities as part of their routine duties in each area of our work).

1. **Key accountabilities and main tasks**
2. General

* Act as BYM’s lead safeguarding practitioner, working with Deputy Safeguarding Officers to ensure compliance across BYM, and reporting on safeguarding matters to BYM’s Designated Safeguarding Lead
* Be BYM’s subject matter expert on safeguarding, and keep up to date with legislation and developments in good practice, so that safeguarding practice for centrally managed work and Quaker area meetings continues to improve and is fit for purpose
* Retain oversight of safeguarding cases in BYM to ensure they are assessed and reported in line with procedures and to relevant authorities
* Establish protocols for record keeping; maintain appropriate records for BYM; and, give advice to Quaker area meetings on record keeping
* Establish a process for internal reporting of incidents and safeguarding provision to management and relevant committees; produce reports and ensure the process is followed for BYM; ensure significant incidents at area meetings are recorded to enable a national picture to be maintained; liaise and support the lead safeguarding trustee as appropriate
* Monitor trends in safeguarding concerns across BYM and Quaker area meetings to report to relevant committees and recommend appropriate responses such as revised training requirements, new resource materials, etc
* Network with other churches including participation in Christian Forum for Safeguarding

1. Safeguarding for centrally managed work

* Maintain BYM’s policy and procedures; ensure they are updated to reflect current legislation and good practice; and ensure they are made available to staff
* Ensure safeguarding procedures are implemented for BYM events, Children and Young People’s (CYP) team activities, centrally managed work programmes, at Friends House and at Swarthmoor Hall through reviewing practice and working with Deputy Safeguarding Officers and other staff
* Undertake and manage risk assessments for safeguarding in BYM – such as for BYM events (yearly meeting and others), for committees where vulnerable adults or young people serve, for centrally managed work programmes
* Provide advice and guidance to BYM staff – particularly for CYP team, remote workers, and those managing programmes with public-facing elements including international programmes, Human Resources (HR), Hospitality teams.
* Liaise with HR to produce a training plan so that all BYM staff receive appropriate training to their role, can recognise signs of abuse and respond appropriately, and have an understanding of safeguarding so it becomes a corporate concern

1. Safeguarding in Quaker communities

* Provide support for Quaker meetings (primarily area meeting safeguarding co-ordinators and area meeting trustees): respond to enquiries, signpost to professional advisers, and support with implementing advice or a course of action in a Quaker community
* Provide support and guidance to individuals reporting incidents or concerns
* Provide support to Quaker meetings on safer recruitment of role holders (primarily volunteers supporting children’s meetings) including management of the criminal records service provided to Quaker communities
* Maintain proactive contact with Quaker area meeting safeguarding co-ordinators to offer support and help in their roles and to enable BYM to ensure compliance of safeguarding requirements across all area meetings
* Build Quaker area meeting safeguarding co-ordinators network, send regular e-newsletters to the network, run occasional gatherings (currently every two years)
* Maintain, regularly review and update a bank of resource materials for meetings of model procedures, templates and useful documents – adding new resources when appropriate (currently the BYM committee website)
* Raise awareness and understanding of safeguarding in meetings, occasionally attending meetings to give talks or short awareness raising training sessions to Quakers

**2. Intellectual Demands**

* The ability to keep abreast of legislative changes and best practice in relation to safeguarding children and adults at risk. They should be able to advise senior Management, Trustees and other BYM committees of the implications of any developments.
* The ability to bring together information from various sources, including using judgement for when to seek professional advice, as a basis to determine a course of action.
* Establish and maintain effective partnerships with other external agencies (statutory, voluntary and other bodies) and where appropriate represent the organisation during any criminal or safeguarding investigation.
* The ability to understand complex information, summarise and present to a range of audiences.
* A high level of attention to detail and the ability to work quickly and accurately under pressure.
* The ability to develop systems for managing safeguarding charity governance.

**3. Judgements**

* Discretion and confidentiality.
* Consider the issues for enacting advice on casework in meetings.
* Identify organisational risk and suggest mitigations.
* Identifying appropriate training for staff, committee members, Quakers.
* Prioritise and balance competing demands.

**4. Use of Resources**

None

**5. Communications**

**Internal**:

40% of communication to paid staff

**External**:

60% of communication to Quaker local and area meetings, committee members, non-paid staff.

**6. Physical Demands & Co-ordination**

The post makes no unusual physical demands.

**7. Working Conditions and Emotional Demands**

Some work out of normal office hours, including evenings and weekends to attend events, or be available to support others at events, or to attend Quaker meetings across Britain. Non-managerial supervision is provided for this role to help with any emotional impact from dealing with safeguarding casework.

**Other responsibilities:**

* Responsible for ensuring that BYM’s Safeguarding Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Equal Opportunities Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Health & Safety Policy is adhered to at all times
* Responsible for ensuring that BYM’s commitment to sustainability is adhered to in all aspects of the role
* To undertake duties and responsibilities commensurate with the post

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Safeguarding Officer  **Department:** CSD  **Date:** March 2019 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of safeguarding practice, approaches and legislation in the UK
* Familiarity with good practice in implementing safeguarding in an organisation providing services for children, young people or adults at risk of abuse
* Good understanding of managing information and producing reports to management and committees
* Understanding of risk management and quality assurance methods

Desirable knowledge

* Knowledge of the safeguarding legislative framework for charitable organisations

**ESSENTIAL QUALIFICATIONS**

* Degree level in safeguarding or social work or equivalent combination of education and experience

**Desirable qualifications**

* Training accreditation or qualification i.e. train the trainers

**ESSENTIAL EXPERIENCE**

* Significant experience as a practitioner in the field of safeguarding children, young people and adults at risk
* Experience of providing advice and guidance on safeguarding to other professionals and/or volunteers
* Experience of developing and implementing safeguarding policies and processes
* Evidence of bringing continuous improvement to safeguarding practice
* Evidence of continued professional and personal development

**Desirable experience**

* Previous experience of working within a charitable structure with some experience of working with a management team and committees
* Previous experience of enabling organisational change in the implementation of safeguarding strategies
* Experience as a safeguarding manager or designated safeguarding lead with extensive experience casework and/or investigations
* Experience of multi-agency work including building and maintaining relationships with external agencies, referral pathways and organisations

**ESSENTIAL SKILLS**

* Excellent communications skills, both written and oral, with the motivation and ability to communicate effectively with staff at all levels, committee members and with Quakers in meetings
* High level of ability to make decisions following a process and using diplomacy and being sensitive to confidentiality
* Strong interpersonal and influencing skills, able to manage difficult and or sensitive issues
* Excellent judgement in dealing with sensitive and confidential matters
* Self-motivated with a high level of competency in time management skills, with the ability to work simultaneously on numerous projects and tasks and being able to reprioritise when urgent matters arise
* Excellent organisational skills, with the ability to work proactively, effectively and efficiently
* Excellent attention to detail in keeping records
* High level of competency, both in speed and accuracy, using Microsoft tools

**Desirable skills**

* Experience of designing and delivering safeguarding training and measuring its impact

**Background Information**

**The role**

This is a new role and an exciting opportunity to lead the development of safeguarding at Britain Yearly Meeting (BYM).

BYM is a registered charity that employs around 200 staff to carry out work on behalf of Quakers in Britain. We need to ensure we have appropriate safeguards in all areas of our work. We organise national events for Quakers – ranging from all-age weekend conferences to the annual gathering of nearly 1,000 Quakers of all ages over a long weekend. We own a building in central London with a busy public café and 32 meeting spaces hosting thousands of external customers every year. We run Swarthmoor Hall in Cumbria – an historic house open to the public with a café, overnight accommodation and meeting spaces available to hire. Our charitable programmes involve working with young people in some areas of Britain and supporting vulnerable communities overseas.

Our Safeguarding Officer needs to make sure we have up-to-date procedures and practices to protect all of the children, young people and vulnerable adults that come into contact with our charity.

You’ll be working with colleagues across the charity in building a culture of vigilance and supporting those responsible for aspects of our work where safeguarding is a key element. We’ll expect the Safeguarding Officer to collaborate with our HR team to decide on an appropriate programme of training for those who have safeguarding responsibilities and awareness raising for all our staff.

As well as making sure our charity is following appropriate safeguarding practices, we need a safeguarding professional to help Quaker communities in Britain. The Safeguarding Officer will support our communities – known as meetings – by providing central resources, advice on training and help with finding technical help on case work.

We have a plan to improve safeguarding in our charity and to help raise standards in Quaker communities. As Safeguarding Officer, you will help shape that work and make sure the plan is delivered.

**Who you’ll be working with**

The Safeguarding Officer will report to the Head of Events and Committee Services who manages a team of around 12 staff based at Friends House in central London – safeguarding is a key element for many of the activities of this team. You’ll also liaise regularly with other colleagues including a member of our senior management team who has strategic responsibility for safeguarding, our lead trustee for safeguarding and members of staff across the organisation.

In your work supporting Quaker communities you’ll be in regular contact with Quakers across Britain who act as volunteers so meetings can function. Primarily this means holding public meetings for worship on Sundays – many with separate meetings for children and young people – as well as occasional events and other work. Some Quakers who contact the Safeguarding Officer for guidance on safeguarding in their meetings will be more confident and qualified than others and you will need to be sensitive to a variety of abilities and needs.

We are looking for someone who is able to form good working relationships with a variety of people and who is able to galvanise others to the importance of high standards of safeguarding.

**Quakers in Britain**

Quakers in Britain – also known as the Religious Society of Friends – are a faith community with worship at the heart. Founded in 1652, we welcome people of all faith backgrounds who want to deepen their experience of God and find a way of living harmoniously in today’s troubled world. There are approximately 13,200 Quakers in membership, plus a further 9,500 regular attenders, who worship in local meetings (472), grouped together into area meetings (70).

Britain Yearly Meeting (BYM) is the name of the charity that implements the Society’s central policy, owns its property, employs its staff and directs its work. BYM works centrally to run the affairs of the Society as a whole and to support local meetings. It also works to raise awareness of Quaker faith and to put Quaker thinking into practice for a just and peaceful world.

Our resources come from members’ contributions, legacies, inherited funds, grants, the gift-aided surplus of our hospitality company, rents from properties, interest and dividends. We spend these resources on deepening and sharing our spiritual experience and on acts of witness that arise from our faith. For Quakers, belief and witness are indivisible. We work for peace and justice, environmental sustainability, the alleviation of suffering, and the upholding of victims of oppression.

For information about Quakers in Britain, and the values Quakers share, see [www.quaker.org.uk/about-quakers](http://www.quaker.org.uk/about-quakers). You do not need to be a Quaker or a person of faith to work for Britain Yearly Meeting (about a third of our staff are Quakers) but we would expect you to be in sympathy with Quaker values.

If you’d like to discuss the role informally, please contact Neil Jarvis, Governance Manager, Recording Clerk’s Office. Tel: 020 7663 1192, Email: [neilj@quaker.org.uk](mailto:neilj@quaker.org.uk)

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend some time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application - Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months. We will not share your information with any other organisation unless required to do so by law.

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

*'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)*

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date has passed, the recruiting manager and the interview panel shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. **If you do not hear from us within two weeks of the closing date your application has been unsuccessful.**

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview you will be invited to a selection process. All interviews are conducted by a panel of two or more including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you are a student, one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable, verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 180 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)