



Job Title: Safeguarding Lead (Voluntary Position)

Organisation: Sevenoaks Welcomes Refugees (SWR)

Website: [Sevenoaks Welcomes Refugees](https://www.sevenoaks-welcomes-refugees.org.uk/)

Location: Sevenoaks District area. The charity is based in Sevenoaks.

Time Commitment: Minimum 4-6 hours per week, including online meetings.

Reports to: Compliance Trustee

Position Type: Volunteer

As a voluntary organisation, we are looking for a committed and compassionate Safeguarding Lead to join our team and play a crucial role in ensuring the safety and well-being of those we serve.

Role Purpose

To support the Charity in creating a safe and welcoming environment where everyone is respected and valued. The role involves ensuring that Sevenoaks Welcomes Refugees actively prevents harm, harassment, bullying, abuse, and neglect, and is prepared to respond safely and effectively if problems arise.

Strategic Leadership

- Ensure the organisation's strategic plans reflect safeguarding legislation, regulations specific to SWR activities, statutory guidance, and the safeguarding expectations of the Charity Commission.
- Advocate for safeguarding issues in organisational planning and trustee meetings, ensuring trustees understand and can address safeguarding reports.

Job Summary

As the Safeguarding Lead at Sevenoaks Welcomes Refugees, you will have the opportunity to make a significant impact by creating a safe and protective environment for our refugee beneficiaries and volunteers alike. In this voluntary position, you will develop and implement safeguarding policies, provide guidance to volunteers, and respond to safeguarding concerns. You will be a key member of the Compliance team, working

proactively with Trustees and the Charity Secretary to promote best practices and develop policies and procedures.

Key Responsibilities

Policy Development:

- Develop and regularly review safeguarding policies and procedures tailored to the unique needs of our refugee beneficiaries and Volunteers.

Training and Guidance:

- Provide basic safeguarding training and guidance to all volunteers, ensuring they are aware of their responsibilities in safeguarding vulnerable individuals.

Risk Assessment:

- Assist in identifying potential safeguarding risks within our programs and activities.

Reporting and Response:

- Establish clear reporting mechanisms for safeguarding concerns and respond to them promptly and appropriately.

Record Keeping:

- Maintain accurate records of safeguarding incidents, investigations, and actions taken, ensuring confidentiality and sensitivity.

Collaboration:

- Collaborate with local authorities and partner organisations when necessary to ensure effective safeguarding measures.

Monitoring and Evaluation:

- Participate in ongoing monitoring and evaluation of safeguarding processes, making recommendations for improvement.

Experience and Attributes

- Experience of safeguarding in any type of organisation is essential.

Benefits

- Fulfilment in making a positive impact on the lives of refugees in the Sevenoaks community.
- Opportunity to contribute your skills and expertise to a worthy cause.
- The chance to work with a dedicated team of volunteers who share your passion for helping others.

If you are passionate about safeguarding and believe in the importance of supporting refugees in your community, we encourage you to apply for the voluntary Safeguarding Lead position at Sevenoaks Welcomes Refugees. Help us create a safer and more welcoming environment for those who have sought refuge in Sevenoaks.

To Apply

Please send your CV and a brief statement of your motivation and qualifications