

Designated Safeguarding Lead

AuDHD UK

Location: Remote (UK-based)

Reports to: CEO/COO

Commitment: Flexible, part-time (details negotiable)

Role: Unpaid volunteer position

Purpose: To ensure AuDHD UK upholds the highest safeguarding standards, protecting children, young people, and adults at risk. The DSL will oversee safeguarding policies, training, compliance, and case management across the organisation.

The DSL position does not require daily volunteering, but would require timely responses from queries raised by the safeguarding team.

As a Key Staff member within AuDHD UK, the DSL will be required to provide weekly updates to the COO/CEO regarding safeguarding case management of beneficiaries using AuDHD UK services and are expected to be able to ensure the wider safeguarding team feel supported in their roles.

Ideal candidates would be free on Wednesdays at 12-1pm to attend our weekly Key Staff meetings, although this is not essential if the right candidate is unavailable during this time.

This role requires an Enhanced Adult DBS – please only apply if you meet the requirements for a DBS check to be carried out (a 5 year UK address history with a maximum of 12 months abroad AND a biometric passport/ID card for an online ID check).

Key Responsibilities

Safeguarding Case Management

- Act as the central point of contact for safeguarding concerns and external escalations.
- Respond to incidents and provide clear advice to staff and volunteers.
- Manage referrals and liaise with statutory agencies when needed.

Risk Assessment & Policy Oversight

- Lead on risk assessments and ensure proportionate responses to concerns.
- Review and update AuDHD UK's Safeguarding Framework and related policies.
- Ensure safeguarding pathways are clear, accessible, and consistently followed.

Compliance & Governance

- Monitor compliance with safeguarding legislation and guidance.
- Maintain accurate and confidential safeguarding records.
- Contribute to audits, reviews, and continuous improvement activities.

Training & Awareness

- Deliver in-house safeguarding training for all staff and volunteers.
- Promote a culture of vigilance, accountability, and reflective practice.

Collaboration & Leadership

- Work with the CEO, COO, trustees, Clinical Lead, and Care Coordinator to align safeguarding with organisational goals.
- Bring safeguarding expertise into strategic planning and service design.

Essential Skills & Attributes

- Recognised safeguarding training or substantial safeguarding experience.
- Strong knowledge of safeguarding law, statutory guidance, and best practice.
- Sound judgment, discretion, and empathy in complex situations.
- Clear written and verbal communication skills.

- Ability to remain calm under pressure and respond appropriately to sensitive cases.
- Commitment to AuDHD UK's mission and values.
- Lived experience of AuDHD (desired).

Time Commitment Estimate

- Safeguarding case management including external escalations : 2–4 hrs/week (variable depending on incidents)
- Risk assessment external escalation: 1–3 hours a week (this may be increased at times of increased activity within the charity e.g. before the beginning of Peer Support Cohort assignments)
- Policy framework updates: 4–6 hrs/quarter
- Training and team awareness: 2–3 hrs/quarter
- Safeguarding audits, governance, and meetings: 2–4 hrs/quarter

Mission Alignment Requirements

All applicants must demonstrate:

- Understanding of AuDHD UK's core purpose.
- Commitment to volunteer-led service delivery.
- Adherence to safeguarding and ethical guidelines.