

Job Description

Job Title:	Safeguarding and procedures lead – Britain and Ireland
Team:	Membership
Hours:	Full time 35 hours per week
Salary:	£37-42k per annum (depending on experience)
Contract Length:	Permanent
Reporting to:	Director of Membership

Mothers' Union is a global Christian movement working with people of all faiths and none to develop communities, strengthen families and advocate for change. Our members are active in 84 countries and work tirelessly to serve their communities to build a future where everyone thrives.

Founded in 1876, Mothers' Union is a women-led volunteer movement, with a membership of 4 million people around the world, 36,000 of whom live in Britain and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice, and violence.

Why work for us

We are a diverse and inclusive movement which welcomes members, friends, supporters, and volunteers, all championing the work we do.

In Britain and Ireland, we run local and national programmes involving members and non-members and have a duty to provide safe spaces for our members and those we serve.

Key Focus

Mothers' Union (MU) is placed within communities and churches in a position to challenge behaviours and abuse as it happens, and bring healing and support to those both within and outside of our membership who are affected by this. We have a responsibility to ensure that all work undertaken by MU staff (a small team) and volunteers (who are organised through a federation of independent MU Charities affiliated to the Central Charity) complies with global safeguarding standards. In addition to safeguarding, there are additional policies and procedures we employ that need to be delivered and managed.

We are looking for an individual to continue to move our safeguarding policy and practice forward in Britain and Ireland, by ensuring that appropriate and engaging training and support is available to our staff, members, and leaders, and to manage queries in this area. This individual will also manage any additional policies and procedures involved in the delivery of our work.

Key Duties

- Support frontline operational staff and volunteers of MU within Britain with guidance and training in safeguarding and other policies and procedures involved in the delivery of our work.
- Ensure that centrally supported MU National Programmes and projects are compliant with best practice and help build the necessary capacity and systems.

- Maintain and build compliance with our in-house systems and practices, supporting our network to develop the necessary skills and build best practice and ensuring compliance with our policies and procedures.
- Continue the ongoing process of building the capacity of staff, volunteers, and trustees to understand safeguarding and other policies, and to respond appropriately to any issues.
- Champion the rolling out of our safeguarding approach and work on its continued development with an external consultant.
- To be the lead person to receive reports of any incidents and ensure that these are processed in line with agreed procedures.
- Support key groups of members to ensure their activities are not creating organisational reputational risk.
- Support colleagues to provide support in safeguarding and other policies and procedures.

Key Competencies

- Demonstrate understanding of safeguarding as it relates to membership organisations or charities.
- Able to create engaging and clear training for different audiences, both online and in person.
- Comfortable working with people of a Christian faith and working with the Anglican church.
- Experience in ensuring volunteers are acting in accordance with organisational safeguarding systems and processes.
- Excellent communication skills.
- Adaptability to changing situations.
- Excellent interpersonal skills – the ability to be equally comfortable with and sensitive to senior volunteer leaders, elderly members, staff, external stakeholders, from different cultures and contexts.
- Strong leadership skills to persuade, promote and implement MU policies and procedures.

Desirable experience

- 2-5 years of experience working in a safeguarding role

Benefits

- 25 days of annual leave (full time) plus up to 4 days of leave (full time) given at the discretion of Mothers' Union.
- Employer pension contribution of 6.5%.
- Enhanced maternity, paternity and adoption pay.
- Two volunteering days per calendar year.
- One away day per calendar year.
- Enhanced sick pay.
- Bereavement leave & Compassionate leave.
- Season ticket loan.
- Cycle to work scheme.
- Employee assistance programme.
- Eye care voucher and an allowance towards glasses.

Work Location/Hybrid Working Pattern

This role will be based at our Head Office in central London. Mothers' Union operates a hybrid working model. Staff are required to work an aggregate minimum of 90 days per calendar year (pro rata for part-timers) at our Head Office, Mary Sumner House in central London. Tuesdays are our anchor days where every staff member is expected to be at the office. The 90 days include anchor Tuesdays. In addition, Thursday is a core working day when part-time staff are expected to work, either at home or from the office as needed.

How to Apply

If you are interested in this position, please apply by sending your CV and a Cover Letter to ranjeewa.wickramasuriya@mothersunion.org and stephanie.nunn@mothersunion.org. The Cover Letter should clearly outline how your skills match the main responsibilities of the role.

Please note – only applications with a cover letter, alongside a CV, will be considered.

Application Deadline

The closing date for applications is **Monday 2nd September 2024**. Due to the number of applications, we may receive, we will not be able to individually respond to each applicant. Kindly note, we will only be contacting the applicants shortlisted for an interview. We aim to contact the applicants for interview throughout the application period.

Equal Opportunity

Mothers' Union is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.