

Volunteer Safeguarding Lead for Watford and Three Rivers Refugee Partnership (WTRRP)

Job summary: The Safeguarding Lead will play a crucial role in developing, implementing, and overseeing safeguarding policies and procedures. This individual will work closely with staff, volunteers, and the Committee to promote a safe environment and handle any safeguarding concerns effectively.

WTRRP is a registered charity (England, reg no 1162226) that exists to support people in the Watford Borough and Three Rivers District of West Hertfordshire, who do not yet have status in the UK, or who have specific needs related to their application process or welfare. Currently WTRRP has around 160 live cases (defined as a family unit or individual currently in need of our help).

WTRRP is run by a committee, which includes several Trustees. The Committee meets typically every 2 months and also for an Annual General Meeting, but it also provides day-to-day support to our staff members (Casework Coordinator and part-time Office Manager) and to our ~80 volunteers.

The main roles of the charity are to run a drop-in session every Tuesday (at St Mary's Church in central Watford), a social hub at the same time, and to provide financial and other assistance to its clients for their application process for leave to remain in the UK.

Commitment: [approximately 5 hours per week]

Key Responsibilities:

Policy Development: Develop and regularly review safeguarding policies and procedures to ensure they are up-to-date and compliant with legal and best practice standards.

Training: Organize safeguarding training sessions for staff and volunteers and review existing training.

Support: Provide guidance and support to staff and volunteers on safeguarding matters, including responding to concerns and allegations.

Monitoring: Monitor the implementation of safeguarding policies and practices across the organization.

Reporting: Maintain accurate records of safeguarding concerns and incidents, and ensure timely reporting to relevant authorities and stakeholders.

Review: Conduct regular reviews of safeguarding practices and make recommendations for improvements.

Key Requirements:

Experience: Prior experience in safeguarding, child protection, or a related field is preferred. Experience in a leadership or advisory role is advantageous.

Knowledge: Strong understanding of safeguarding legislation and best practices. Knowledge of working with vulnerable individuals is essential.

Skills: Excellent communication and interpersonal skills. Ability to handle sensitive information with discretion and professionalism.

Commitment: A commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The role will require approximately 5 hours per week.

Qualifications: Relevant qualifications in safeguarding, child protection, or related areas are desirable. Training in safeguarding is a plus.

What We Offer:

Impact: The opportunity to make a significant difference in the lives of those we support.

Support: NCVO safeguarding Lead training and support from the Committee.

Development: Networking with other safeguarding professionals.

Flexibility: The role is flexible and can be adapted to fit around your other commitments.

How to Apply:

If you are passionate about safeguarding and want to contribute to our mission, please contact our chair, Tim Whittaker by email at Tim@wtrrp.org for an initial discussion about the role. Please visit our website for more information about the Partnership on www.wtrrp.org.uk and for an application please contact our Office Manager, Cat on admin@wtrrp.org.uk.