



UK Registered Charity No: 1187128



## Job Description

<b>Job title</b>	Trustee Safeguarding Lead (Voluntary)
<b>Accountable to</b>	Chair of Trustees
<b>Based at</b>	Esteem office, Old School House, Shoreham-by-sea
<b>Length of commitment</b>	Minimum 1 year, up to 4 years (then can be reviewed)
<b>Hours required</b>	Approximately 1-2 hours per week
<b>Remuneration</b>	The Trustee Safeguarding Lead is a voluntary position, although reasonable travelling expenses can be reimbursed
<b>Application Deadline</b>	
<b>Interview date</b>	
<b>Start Date</b>	
<b>Application process</b>	<p>Send an email with your CV to <a href="mailto:hr@Esteem.org.uk">hr@Esteem.org.uk</a> requesting an application form, ensuring you include the role title in your email.</p> <p>We will only shortlist applicants that have applied directly to our HR Department providing a completed application form.</p> <p>If you would like an informal discussion about the role or have any questions, please email <a href="mailto:cat.vizor@Esteem.org.uk">cat.vizor@Esteem.org.uk</a></p> <p>Successful applicant will be required to provide two references and complete an Enhanced DBS check.</p>

## Overview

Esteem works *with* young adults aged 14 – 26 to build lasting self-Esteem and stronger communities through group activities and 1-2-1 support.

Esteem creates spaces where everyone matters.

Esteem works with over 200 young adults annually across all of Sussex who face barriers to achieving their life goals. We have a base in Shoreham and offer a variety of different opportunities, including social drop-in sessions, mentoring, wellbeing sessions, volunteering and counselling. We have a dedicated staff team with various backgrounds and a commitment to championing the views of young adults throughout the organisation.

This is an exciting opportunity to volunteer for a charity that is passionate about giving young adults the chance to develop their skills and confidence, both for their own benefit and for that of society as a whole. Esteem works with young adults to run Wellbeing, Social, Mentoring and Volunteering opportunities, with a youth-led and asset-based approach.

This voluntary role of Trustee Safeguarding Lead is responsible for overseeing and ensuring the effective implementation of safeguarding policies and procedures within Esteem. The role requires a commitment to protecting the welfare of all beneficiaries, volunteers, and staff, ensuring that the organisation meets its legal and moral obligations to safeguard vulnerable individuals.

As part of the Board of Trustees you will be jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Individuals are sought who have a strong empathy with Esteem's goal of enabling young adults to flourish. The Trustee Safeguarding Lead will be expected to contribute around 6 hours per month to the organisation, including board meetings, which run for two hours every two months, from 6-8pm at The Old School House, Shoreham. A minimum commitment of two years would be preferable. This post requires some flexibility due to the nature of Esteem being a growing organisation.

## Your regular tasks and responsibilities will include:

- Attend Board meetings on Tuesday evenings every 8 weeks at Esteem, from 6-8pm
- Read meeting minutes and pre-reading documents ahead of meeting (sent at least 1 week before the meeting)
- Contribute to all aspects of Esteem's Strategy and maintain oversight of the organisation
- Provide strategic oversight and guidance on all safeguarding matters at governance level

- Ensure safeguarding is embedded in the organisation's culture, practices, and decision-making processes
- Develop, review, and update safeguarding policies and procedures to comply with legal requirements and best practices
- Ensure that these policies are effectively communicated and implemented across the organisation
- Promote awareness and understanding of safeguarding policies among trustees
- Ensure that appropriate safeguarding training programs are developed and delivered regularly
- Monitor compliance with safeguarding policies and procedures
- Ensure that safeguarding incidents are appropriately recorded, investigated, and reported
- Work alongside the DSL to report on safeguarding issues to the board of trustee, highlighting any risks or areas for improvement
- Work with DSL to prepare and present regular safeguarding reports and updates to the board
- Keep abreast of developments in safeguarding legislation, guidance, and best practices
- Recommend improvements to safeguarding policies and practices

## Person Specification

### Essential:

- Experience in a safeguarding role within a similar organisation or setting
- Knowledge of UK safeguarding legislation, guidance, and best practices
- Strong understanding of the safeguarding needs of vulnerable individuals
- Excellent communication and interpersonal skills
- Ability to work effectively as part of a team and independently
- Strong organisational and leadership skills
- Excellent verbal and written communication skills
- Commitment to working towards ESTEEM's values of Trust, Support, and Respect

### Desirable:

- Professional qualification in social work, education, healthcare, or a related field.
- Experience in a trustee or governance role.
- Knowledge of Charity law and the voluntary sector.
- Knowledge and understanding of issues affecting young adults.
- Have knowledge of Google Drive

Appointment to this role is subject to satisfactory vetting and barring checks.

## To apply

Send an email with your CV to [hr@Esteem.org.uk](mailto:hr@Esteem.org.uk) requesting an application form, ensuring you include the role title in your email.

We will only shortlist applicants that have applied directly to our HR Department providing a completed application form.

If you would like an informal discussion about the role or have any questions, please contact Cat Vizor our Chief Officer on 07760 395085 or [cat.vizor@Esteem.org.uk](mailto:cat.vizor@Esteem.org.uk)

Sadly, without a completed application form we will not be able to consider your application.

## What we offer

- **A Diverse and Inclusive Environment:** Equality, diversity and inclusion are central to Esteem's values and how we work. We are proud of our commitment to diversity and inclusion and support young adults and staff from different backgrounds so they can be their best selves. Our networks include All Sorts (LGBTQIA+), Adur Refugees and Possibility People.
- **Wellbeing Activities:** You will be invited to attend wellbeing activities that our staff team and young adults enjoy every three months in our Wellbeing Week.
- **Training Opportunities:** You will be invited to training opportunities.

Applicants that are offered an interview will be asked to provide two referees and bring ID to the interview to enable us to take up references and undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Esteem welcomes applications from all sections of the community. We value diversity and promote inclusion through our activities, as well as in our policies and practices. Our culture and values reinforce this. We seek to create an inspiring and inclusive environment where all feel valued and able to contribute to the organisation.

If you have the skills, knowledge and drive that we are looking for, and are passionate about making a real difference in young adults' lives, we would love to hear from you.