



Role Description

Lead Safeguarding Trustee – UK Board

Play it Forward is seeking an individual to join our dedicated UK Board as a Lead Safeguarding Trustee. While safeguarding is a shared responsibility of all Trustees, we acknowledge the need for an experienced Safeguarding Lead to support the Board in addition to their wider responsibilities as a Trustee. This is an unpaid voluntary position.

Background

Our mission is to empower young Zambians to develop sustainable livelihoods through quality education and health activities. Play it Forward inspires and empowers a whole new generation of young people to take control of their lives. We engage over 2,500 young people every year in a wide range of programmes from health education & HIV testing to literacy, digital skills, mentoring and support towards higher education and employment. Our support on and off the pitch, ensures that young people emerge from our programmes with new skills to succeed in school, the workforce and in life.

UK Charity Registration Number: 1108821

Zambia NGO Registration Number: 101/1341/2020

Essential skills and experience

- 🕒 Current or recent experience working in safeguarding children as either an employee or volunteer.
- 🕒 Willingness to constructively participate in discussions concerning needs of the organisation's beneficiaries, staff and the trustee board.
- 🕒 Ability to act reasonably and responsibly when undertaking such duties and performing tasks.
- 🕒 Ability to maintain confidentiality on sensitive and confidential information.
- 🕒 Excellent verbal and written communication skills.

Main duties and responsibilities

Strategic

- 🕒 Ensure that the role and the responsibilities of trustees and senior staff regarding safeguarding are met.

- 🕒 Ensure the Charity adheres to relevant national/international guidance and standards for safeguarding. This will include safer recruitment; whistle blowing; codes of conduct; appropriate training levels of all relevant personnel; etc.
- 🕒 Provide feedback to the Board on safeguarding within the Charity at trustee meetings.

Policy and Practice

- 🕒 Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees liability.
- 🕒 Work with the CEO and a designated safeguarding lead to be the first point of contact for concerns, and to provide support and supervision for them.
- 🕒 Make sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees

Culture

- 🕒 Ensure that trustees and senior staff take child and adult protection seriously and respond to concerns about the welfare of any person that might require protection.
- 🕒 Ensure there are robust governance processes in place to provide assurance that a positive culture of safeguarding is actively promoted.
- 🕒 Support the trustees in developing their individual and collective understanding of safeguarding.
- 🕒 Champion safeguarding throughout the organisation

Time Commitment

- Trustee meetings take place every 4 months and are based in our office in Brixton, or with the option to join remotely.

- In addition, trustees may be asked to attend events as a representative of Play it Forward or to volunteer to work on particular projects on their own or as part of a small working group on other activities related to the role

If you have the knowledge and experience in these areas, we would be delighted if you would consider joining our Board as a Safeguarding Lead Trustee.

To learn more about the work we do visit our website:

<https://play-itforward.org/>

How to apply

We welcome applications from people of all ages (over 18) and backgrounds who have the skills and experience to help strengthen our team.

Please submit your CV along with a cover letter of no more than one A4 page outlining your suitability for the role to the CEO, Jake Criswick: jake@play-itforward.org

Play it Forward is fully committed to ensuring the safety and well-being of all children, young people and adults at risk (vulnerable groups) that are in our care or attending our premises. Applicants must be willing to undergo background checks appropriate to the post, including checks with past employers. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and beneficiaries.