

**Soroptimist International Foundation
Recruitment Pack
Designated Safeguarding Officer**



Chair of Soroptimist
International Foundation,
Sue Williams

SI Chair of Governance,
Oludewa Thorpe

SI Global Executive Director,
Deborah Thomas

June 2023

SOROPTIMIST INTERNATIONAL FOUNDATION

Call for Applications: DESIGNATED SAFEGUARDING OFFICER

Commencement in role: 01 January 2024

Soroptimist International Foundation is pleased to announce that it is inviting applications for the volunteer role, Designated Safeguarding Officer. Soroptimist International Foundation was established in March 2021, receiving charitable status from the Charity Commission, England and Wales in June 2021. SI (Soroptimist International) Limited is the sole corporate Trustee of Soroptimist international Foundation.

All SI President Appeals have transitioned into the Foundation and from October 2023 short, medium and long term international projects will be the focus of its work. Soroptimist International Foundation is still in its infancy and will grow over the forthcoming years. At this juncture we are unable to provide an accurate estimate of time that will be required to fulfil this role, but an indicative estimate is 2-3 days per month, bearing in mind that this will fluctuate according to activity and events and is likely to increase in accord with funds secured to deliver projects.

The appointed person will be a volunteer and an accredited member of their nominating Federation and willing to work across several time zones with SIHQ and appointed volunteers using virtual meeting software. They will need to be a proficient user of Microsoft Office applications and email. They should be resourceful and efficient and note that they will have key responsibility, ownership and accountability of the Trustee's Safeguarding Function and all aspects of the Safeguarding for the Trustee.

Candidates are encouraged to demonstrate their qualifications and respond to the responsibilities of the role with comparative examples of work in their application. These will be reviewed at interview and further attested to by both professional and character references.

How to Apply

Candidates should demonstrate their ability to execute the role by submission of their CV and supporting statement and follow the timeline given below. Please indicate your consent for your application documents to be stored on SI system (encrypted) and forwarded to the SI selection panel appointed for the process. Please include the names and email addresses of persons (ideally one professional and one Soroptimist) who may be contacted to provide a reference for you. Please indicate their consent to being contacted. Your application should be sent by email to Global Executive Director Deborah Thomas: recruitment@soroptimistinternational.org by 17:00 BST, 31 August 2023.

General queries or requests for an informal discussion should be sent to Global Executive Director Deborah Thomas (recruitment@soroptimistinternational.org) by **17:00 BST, 24 August 2023**.

Timetable:	
Applications open:	01 June 2023
Candidates to submit Applications to Global Executive Director Deborah Thomas	31 August 2023
Shortlisting:	Shortlisted candidates will be notified by 21 September 2023
Interview Dates:	Between 28 September– 23 October 2023
Ratification of appointment by SI Board	08 December 2023
Final Appointment:	Selected candidate will be notified by 15 December 2023

About Soroptimist International Foundation

Soroptimists Educate, Empower and Enable women and girls to have an equal voice to achieve gender equality and strong, peaceful communities worldwide. Soroptimist International is committed to Human Rights for all, Global Peace and International Goodwill, advancing women’s potential, integrity and democratic decision-making, volunteering, diversity and friendship.

For many years Soroptimist International’s projects and initiatives have been funded by members. However, to increase our impact and maximise our resources, Soroptimist International Foundation was established to provide funding and support to projects and initiatives that share our mission. Soroptimist International Foundation has one trustee, SI (Soroptimist International Limited). The Foundation’s grant-making decisions are the responsibility of the SI Board, which ensures that all funds awarded are used to advance the charitable objectives.

Our charitable objects are:

- To promote the advancement of education, health and the saving of lives
- The relief and/or prevention of poverty
- The advancement of good citizenship and community development
- The advancement of human rights, peace, equality, and diversity

With the establishment of the Soroptimist International Foundation, Soroptimist International (SI) will no longer have an International President’s Appeal. The SI President will lead the Soroptimist International Foundation, raising awareness of projects and promoting fundraising through grants, member giving and legacies. Having charitable status confirms the integrity and intentions of the Soroptimist International Foundation, increasing Soroptimist International’s public profile and reinforcing the organisation’s reputation as a force for good in the world.

Projects will be short-term for up to two years, medium-term for up to six years, or longer-term for ten years or more. For the next five years, the SI Foundation will fund projects with a focus on the following three SI objectives:

- The advancement of education
- The relief and/or prevention of poverty
- The advancement of human rights, peace, equality and diversity

ABOUT THE ROLE

Safeguarding is a key governance priority to protect all volunteers acting on behalf of the Trustee of the Soroptimist International Foundation (“the Trustee”) and beneficiaries in the projects of the Trustee who are at risk: children, young people and vulnerable adults.

KEY RESPONSIBILITY

The DSO has key responsibility, ownership and accountability of the Trustee’s Safeguarding Function and all aspects of the Safeguarding for the Trustee.

REPORTING

The DSO reports to the Chair of the Foundation Committee.

CRITERIA FOR SELECTION

The appointee should have the following qualifications:

- Knowledge, experience and training in safeguarding policy and legislation
- Be conversant with all the policies, procedures and documentation in place for safeguarding within the Trustee
- An understanding of the UN Declaration of Human Rights
- Have a basic Disclosure and Barring Service (DBS) Certificate or similar in their country of origin
- Conversant with legislation pertaining to Safeguarding of children, young people and vulnerable adults in the UK
- Previous experience delivering training
- Excellent written and oral communication skills
- Ability to maintain confidentiality in sensitive situations

HOW APPOINTED

An open call for nominations, when applicable, will be circulated to all Federations and be posted on the SI Website by 1 June (6 months prior to the end of the biennium).

A candidate must be a Soroptimist in good standing. Candidates will be expected to demonstrate their expertise in line with the criteria for selection outlined in this Role Specification.

By 31 August applications must be returned electronically to the GED at SI headquarters.

A Panel (“selection panel”) (as per Part 9.1 of the SI Bye Laws) appointed by the SI Board shall by 30 November select a candidate for election by the SI Board. The SI Board will vote using a secret ballot to elect the individual to that position. The result will be announced as soon as the outcome of the ballot is known.

COMMENCEMENT OF OFFICE

1 January, even numbered year

TERM OF OFFICE

Two years, eligible for re-election for a further two years to serve a maximum of four years.

REMOVAL FROM OFFICE

The SI Bye-Laws, para 13.2.3 and the SI Code of Conduct for Position Holders, UN Representatives and Other Volunteers appointed by the SI Board apply.

RESPONSIBILITIES

The Designated Safeguarding Officer (DSO) has a duty of care to oversee safeguarding within SI (Soroptimist International) Ltd., in particular the Trustee of the Soroptimist International Foundation.

The DSO will be responsible to:

- put in place policies and procedures to safeguard children, young people and vulnerable adults as well as volunteers acting on behalf of the Trustee and ensure that these policies and procedures meet the requirements of the Charity Commission expectations.
- distribute updated policies to Board of Directors and volunteers acting on behalf of the Trustee.
- be conversant with all policies, procedures and documentation in place for Safeguarding within the Trustee.
- review safeguarding policies, procedures and measures in place regularly and that they are kept up to date.
- receive and process all safeguarding issues for the Trustee and keep a record of all reports.
- advise on the safeguarding needs of the Trustee and development of its training strategy and ensure Board of Directors, other volunteers and staff receive safeguarding training.
- report to the relevant authorities and record actions and outcomes.
- maintain the confidentiality aspects of all records and actions.
- abide by strict rules of confidentiality regarding any personal information obtained she becomes aware of.
- reach and maintain the level of expertise required for this post and to keep their knowledge and skills up to date.
- accept that safeguarding is everyone's responsibility, which means all Board of Directors, volunteers and staff acting on behalf of the Trustee are made aware of their safeguarding duties.
- continue to develop and establish the safeguarding ethos for Board of Directors, volunteers and staff acting on behalf of the Trustee to safeguard themselves against any possible claims of abuse.
- report on activities to the Chair of the SI Foundation Committee quarterly.
- report incidents immediately to the Chair of the SI Foundation Committee and the relevant authorities.

EXPECTATIONS OF THE CHARITY COMMISSION IN ENGLAND AND WALES

The Designated Safeguarding Officer will be tasked with implementing the measures required to meet the expectations of the Charity Commission in England and Wales, namely that Board of Directors, other volunteers and staff acting on behalf of the Trustee:

- Have a duty of care to provide a safe and trusted environment for everyone with whom they come into contact.
- Promote an organisational culture that prioritises safeguarding, so it is safe for people to report incidents and concerns in the knowledge that they will be dealt with appropriately.

- Have adequate safeguarding policies, procedures and measures in place to protect people and make sure these are made public, reviewed regularly and kept up to date.
- To report incidents to the relevant authorities as they arise including the Police and the Charity Commission and be aware that it is not the remit of this post to investigate issues. The Charity Commission advises that the Trustee reviews its safeguarding governance and management arrangements annually. It is the regulatory role of the Charity Commission to ensure charities comply with their legal duties, manage any incidents responsibly and take prompt steps to protect people affected by it.

FINANCE

If any expenses occur related to this position, the Officer may only claim expenses with the prior approval of the SI Board.

TEMPORARY INABILITY TO SERVE

In the event of the temporary inability of the Safeguarding Officer to serve the SI Board shall appoint another member to serve pro tempore.