

Friends of the Earth – Job Description

Job title	Safeguarding and Wellbeing Co-ordinator
Reporting to	Head of People
Team	People team
Contract	Full time permanent
Location	Flexible
Career stage	D
Line management	N/A

Purpose of the role

Friends of the Earth believes that safeguarding and wellbeing support for our staff, boards, volunteers and activist networks is central to ensuring that we are a safe and inclusive space in which everyone can participate. As such we see it as central to our mission to deliver environmental justice solutions that centre the experience of those most impacted by the climate crisis.

This new position will lead, manage and maintain our safeguarding and wellbeing systems and processes, working across the organisation to ensure that staff, volunteers and activists are adhering to best practice and working together to keep everyone safe and happy in their work.

You will work in particular with our People, Equality, Diversity and Inclusion, Learning & Change & Nations and Youth and Families teams to build on previous work, ensuring that Friends of the Earth has a flexible, supportive approach to staff wellbeing and is adhering to all legal safeguarding requirements in a way that is responsive to the needs of our members.

Key responsibilities and tasks

- To lead on the building and encouragement of a culture of safeguarding and wellbeing across the organisation.
- To devise, maintain and implement up to date, good practice safeguarding and wellbeing policies and procedures according to legal requirements and best practice across England, Wales and Northern Ireland.
- To lead in awareness building and in supporting teams and individual colleagues to embed safeguarding and wellbeing into their work.
- To work with network-facing teams to develop and deliver a safeguarding culture change programme for the network, including developing training programmes and guidance materials.
- To co-operate and co-ordinate with People team, Youth and Families, EDI and network-facing teams to ensure safeguarding approach is in line with other relevant work including Youth Programme delivery and EDI approaches.

- To manage the Safeguarding inbox, triage and follow up on incoming queries
- To ensure management of appropriate DBS checking and assessment, including ensuring secure systems and records are developed and maintained.
- Provide advice to the Designated Safeguarding Lead, Deputy Leads and others to co-ordinate appropriate responses to safeguarding concerns.
- Ensure thorough and sensitive processing and appropriate record-keeping and of safeguarding cases in line with policy and confidentiality measures.
- To lead, co-ordinate and oversee Friends of the Earth's accreditation to the Mindful Employers' Charter and similar relevant quality standards.
- To supervise and co-ordinate the Mental Health First Aid network, including awareness building, supporting the first aiders and developing wider guidance and thinking on mental health across the organisation.
- To act as liaison with the Employee Assistance Programme and to lead on developing awareness, draw learning and ensure provision of relevant support to all colleagues.
- Be a standing member of the Health & Safety Committee and to support/co-ordinate any projects or work emanating from the committee relating to wellbeing. Track and report progress towards embedding safeguarding and wellbeing across the organisation and our network.
- To undertake other relevant work in building safeguarding and wellbeing as appropriately identified.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, wellbeing, equality, diversity & inclusion, and our values.

Person specification

Essential:

- Specialised knowledge and significant experience of adult and child safeguarding in variety of UK-based settings, including at residential events.
- Demonstrable understanding of contextual safeguarding and the critique of mainstream safeguarding approaches among marginalised communities – in particular, racialised minorities and disabled people, and the intersection between mental health needs and safeguarding.
- Have the ability to work independently and as a subject specialist in teams with a range of different stakeholders
- Be a confident communicator, both verbally and in writing, who is able to distil complex information in an accessible way.

- Have an approach to others that is inclusive, empathetic, collaborative and functions with integrity. Compassionate and flexible in approach to work, with experience of managing emotionally challenging conversations and situations. Confidence in signposting individuals to further support where needed.
- A demonstrable commitment to anti-racism
- Experience of creating and delivering tailored and impactful wellbeing and safeguarding action plans in a diverse organisation.
- Experience of developing and delivering training, including on sensitive topics, to staff and volunteers.
- Some project management experience, including tracking and reporting
- Ability to work some evenings and weekends

Desirable:

- Direct practical experience of societal vulnerability and/or oppression.
- Understanding of Friends of the Earth’s work and structure, and the kinds of safeguarding and wellbeing considerations this generates.
- Experience of remote safeguarding of children, young people vulnerable adults, for example supporting volunteer networks and/or working online.

Our Values

Ability to demonstrate, understanding and apply our values.

Integrity- We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends- To build our influence we put new and existing ‘friends’ at the heart of our work.

Accountability- We hold ourselves and other to account for our work and how we work.

Learning and Enquiring Mindset- We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	February 2023
Date reviewed	

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.