

Job Description: Safeguarding Officer

Organisation:	Sri Guru Singh Sabha Southall
Location:	Southall, United Kingdom
Reports to:	Head of Operations, Office of General Secretary
Employment Type:	Part Time or Full Time



About Us: Sri Guru Singh Sabha (“the Sabha”), located in Southall, is the leading Sikh institution outside of South Asia, and serves a diverse community of thousands of local Sikhs. Recognised for its impactful partnerships with local and national organisations, the Sabha is dedicated to promoting the well-being of all community members. With a rich history of service since 1964, the Sabha is undergoing exciting changes to further advance its mission. A hallmark of the Sabha's efforts is its daily operation of Langar, where over 1000 meals are served daily from dawn to dusk.

Position Summary: We are seeking a highly motivated and experienced individual to join our team as a Safeguarding Officer at our Gurdwara. The Safeguarding Officer will be responsible for ensuring the safety and well-being of all individuals, especially children, young people, and vulnerable adults who participate in the activities and services of the Gurdwara. This role involves implementing and overseeing the gurdwara's safeguarding policies, procedures, and practices in line with legal requirements and best practices.

Core Values:

Sovereignty: An unwavering commitment to preserving the ideology of the Guru, promoting Sikhi, its cultural and spiritual heritage, and the principles of the Dharam.

Oneness: The idea that we are all interconnected and that we value equality and respect for all individuals, regardless of their background or religion. Employees should embody this by treating their co-workers and with dignity and respect.

Integrity: We are dedicated to living a life of honesty and truthfulness, and this value should be reflected in the workplace by employees who hold themselves accountable for their own actions and decisions. Employees should take a zero-tolerance policy to corruption and bribery.

Leadership: We are change-makers through serving others and giving back to the community. Employees should strive to make a positive impact in the workplace by leading by example and going above and beyond where possible.

Humility: We believe in humility and avoiding arrogance, and employees should embody this by staying grounded and avoiding a sense of entitlement and/or superiority. Employees should also be committed to continuous learning and growth, both personally and professionally.

Perseverance: We value hard work and determination, and employees should embody this by consistently working towards their goals, even in the face of obstacles and challenges.

Compassion: We value compassion and kindness, and employees should personify this by showing empathy and understanding towards others, and by being supportive and encouraging to their co-workers.

Justice: As defenders of the defenceless, we stand up against all forms of oppression. Employees should take a zero-tolerance approach to any form of bullying, harassment and abuse.

Key Responsibilities:

- Collaborate with the safeguarding team and relevant stakeholders to develop, implement, and review safeguarding policies and procedures.
- Promote a culture of awareness and vigilance regarding safeguarding matters within the Gurdwara community.
- Provide safeguarding training and guidance to volunteers, staff, and members, ensuring they understand their roles and responsibilities.
- Ensure all individuals working with children, young people, and vulnerable adults have undergone appropriate DBS (Disclosure and Barring Service) checks and reference checks.
- Maintain accurate and confidential records of safeguarding concerns, incidents, and actions taken.
- Act as the main point of contact for safeguarding concerns, responding promptly, sensitively, and appropriately to disclosures or allegations.
- Liaise with external agencies, such as social services and law enforcement, when necessary, and adhere to reporting requirements.
- Attend safeguarding training, workshops, and meetings to stay informed about current best practices and legal obligations.
- Monitor and evaluate the effectiveness of safeguarding measures, making recommendations for improvements as needed.
- Foster an environment of trust and open communication, where individuals feel comfortable raising concerns.

Qualifications and Skills:

- Knowledge of safeguarding legislation, policies, and procedures in the UK.
- Strong understanding of the cultural and religious context of a Gurdwara and its role in the community.
- Excellent communication and interpersonal skills, with the ability to engage with people from diverse backgrounds.
- Experience in a safeguarding role, social work, counselling, or a related field is preferred.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong organisational skills and attention to detail.
- Ability to work collaboratively as part of a team and independently when required.
- Proficient in using Microsoft 365 and other relevant software.

Application Process:

Interested candidates are invited to submit their CV and a cover letter outlining their relevant experience and explaining their motivation for applying for the role. Please send your application to gensec@sgsss.org.

The application deadline is **11 September 2023**.

Sri Guru Singh Sabha Southall is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Note: This job description is a general outline and may be subject to modification or adjustment based on the needs of the Sabha.