

The Roman Catholic Diocese of Westminster Trustee's Safeguarding Committee

Lay Member

The Roman Catholic Diocese of Westminster Trust Board wish to appoint 4 lay members to the Trustee's Safeguarding Committee. The role is to assist the Trustee in the vital mission of ensuring the maintenance and further development of the Diocesan culture and practice of safeguarding.

The Trustee's Safeguarding Committee was established in 2021 and, as a sub-committee of the Diocesan Trust Board, provides support, assistance and advice to help ensure that there are high standards and a widespread culture of safeguarding in the Diocese.

The Trustee's Safeguarding Committee Terms of Reference can be accessed [here](#) and a Westminster Diocese Safeguarding Roles and Responsibilities document, which includes detail relating to the Trustee's Safeguarding Committee, can be accessed [here](#).

Person Specification

Lay members must:

1. Demonstrate a commitment to helping the Diocese achieve high standards in protecting children and vulnerable adults and ensuring a safe environment for all.
2. Possess the ability to communicate effectively, including the confidence to ask questions and provide constructive challenge.
3. Be independent thinkers with developed analytical, critical thinking and problem-solving skills.
4. Be able to work collaboratively.
5. Demonstrate the capacity to undertake the work of a lay member in an ethical, sensitive and empathetic manner, which includes appreciating the importance of maintaining confidentiality.
6. Have professional experience, preferably at senior leadership level, in the safeguarding of children and vulnerable adults/adults at risk. This experience could have been gained in social work, the police, probation, education, legal services or in a similar field.
7. Have knowledge of relevant law, guidance and best practice on safeguarding and demonstrate a willingness to increase and share knowledge and understanding.

Terms

1. 'Lay' in this context means a person who is not a cleric or a member of a Religious Congregation.
2. The appointment will be for a period of three years, with the potential to serve two further terms.
3. The anticipated time commitment is up to eight days per year. The Committee meets at least four times a year during the day in Central London. In addition, there are a number of supporting sub-committees, which typically meet virtually.
4. The post is non-remunerated. However, reasonable travel expenses will be covered.

Application Process

1. Application is via CV (which should provide the details of two professional referees), plus a statement outlining relevant experience and suitability for the role.
2. An interview, DBS and reference check will form part of the appointment process.
3. CVs and statements should be sent to recruitment@rcdow.org.uk by TBC 2024, 12 noon inserting '*Safeguarding Committee*' in the email subject line.