



Catholic Agency for
Overseas Development

Safeguarding Lead Trustee Recruitment Pack

We are looking for a committed individual to serve on CAFOD's Board of Trustees and to take the role of Safeguarding lead. This is a voluntary role and plays a fundamental position in steering the organisation and ensuring CAFOD's work promotes transformative change through effective governance and management of safeguarding.

The current vacancy has arisen as the safeguarding lead trustee has reached the end of their term of office, and the Board is therefore seeking to find the next experienced and committed candidate to fill this role.

Take a look to see how you could play a vital role in CAFOD achieving its mission...

Contents

1. Duties of the Board of Trustees
2. Expectations of individual Trustees
3. Role of the Safeguarding Trustee
4. What we seek from candidates
5. What we offer
6. How to apply
7. Further information

1. Duties of CAFOD's Board of Trustees

From its roots in actions led by women in Catholic parishes across England and Wales more than 60 years ago, CAFOD has been an expression of the compassion of the Catholic community of England and Wales and its solidarity with the poorest and most marginalised, regardless of faith, gender, race, ethnicity or other defining features. Deeply rooted in the Catholic community, CAFOD and CAFOD's Board are also accountable to the Catholic Bishops' Conference of England and Wales, the Catholic community for the support given in trust and the communities that we serve overseas.

Trustees are therefore custodians of CAFOD's vision, mission and values. You will be actively overseeing how our strategic vision, Our Common Home, is put into action, ensuring that the resources entrusted to us are used with probity and good governance. The expertise of trustees provides a vital external viewpoint to help CAFOD maximise its potential and thus make a real difference to people's lives.

Responsibilities of the Board of Trustees include:

- Strategy and Performance
- Risk management
- Resourcing
- Safeguarding
- Reputation
- Accountability

The Board takes decisions collectively, including the approval of annual plans, the financial framework and annual budget, adoption of the annual report and audited accounts, and appointment of the Executive Director etc. The Board regularly reviews its practices against the Charity Code of Governance and expectations by the Charity Commission.

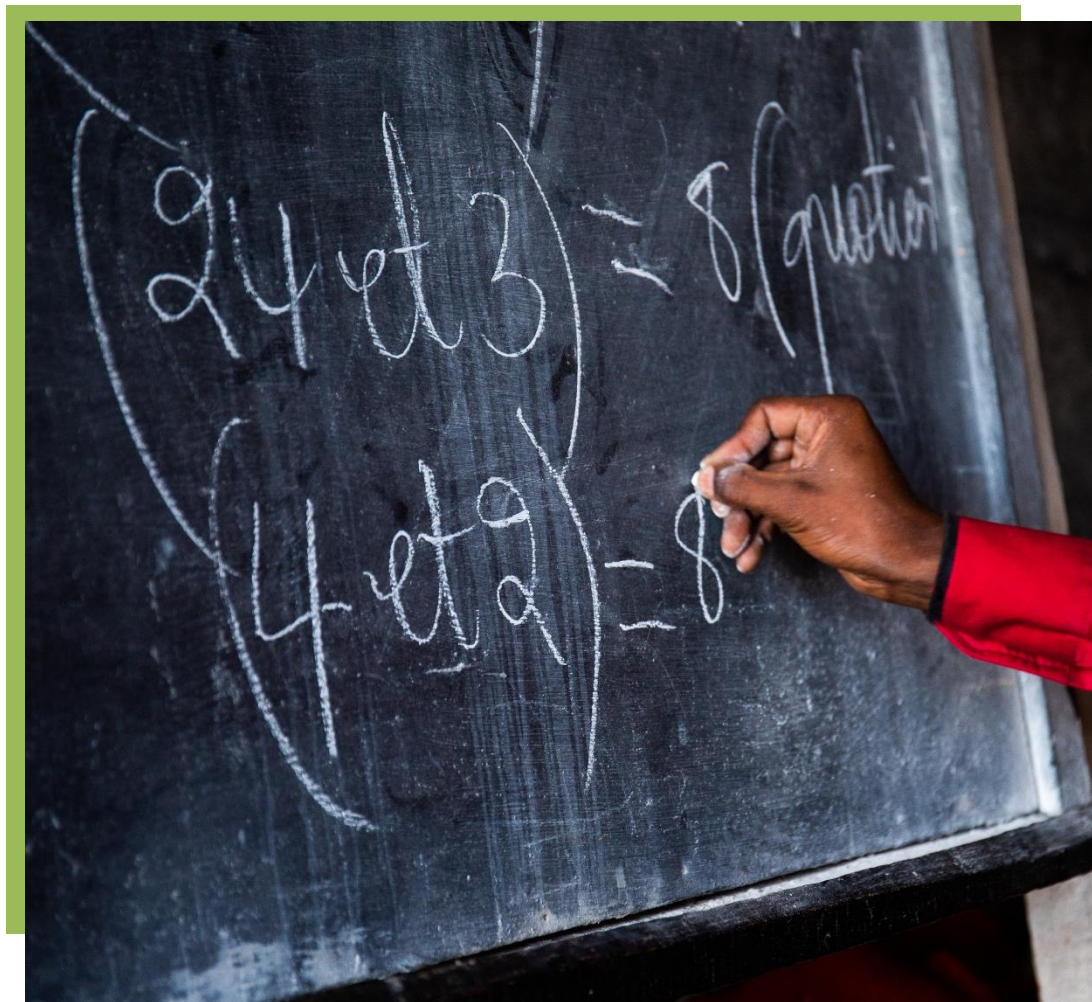
Trustees delegate some authority to the Executive and Trustee committees, but always remain collectively accountable for all decisions that are made and actions that are taken with Trustee authority.

The Board meets four times a year, usually in March, July, October (residential weekend) and December. Meetings can be face to face or

virtual. With the exception of the October residential, the meetings take place during normal UK office hours.

The composition of the CAFOD Board of Trustees seeks to reflect the diversity and demographic of the Catholic community in England and Wales, whilst ensuring that the necessary skills and competencies are present.

CAFOD has a Board of 14 Trustees: 2 Bishops and 12 lay people who bring a range of experience and perspectives to help CAFOD in its work and strategic mission. For more information on the current Board of Trustees, please see here: [CAFOD Board](#).



2. Expectations of individual Trustees

All Trustees are expected to show a commitment to the mission of CAFOD and work effectively as a member of a team. They should be active advocates for CAFOD's work, supporting the Catholic community in England and Wales to participate in CAFOD's Mission through giving, prayer and action. As outlined by the Charity Commission, Trustees have a duty to act in CAFOD's best interests, to manage CAFOD's resources responsibly, to act with reasonable care and skill, and to ensure CAFOD is accountable.

All Trustees are expected to attend all board meetings or offer written input to the Chair if unable to attend. Trustees are expected to prepare fully for meetings, to engage actively in discussion and decision making, to accept collective decisions that have been taken, to exercise collective responsibility and to respect confidentiality where required.

The minimum time commitment of regular trustees is 6 - 8 days per year, and serve a four-year term of office, renewable once.

Trusteeship is a form of volunteering. Trustees are not remunerated but can claim all reasonable out of pocket expenses associated with attendance at Board meetings. Trustees are expected to sign and abide by the CAFOD Volunteer Code of Conduct, the Information Assurance & Data Protection Policy and the Conflict of Interest Policy.

CAFOD supports the development of Trustees' skills through a personalised induction programme, which includes CAFOD Safeguarding Training. New Trustees are paired with an experienced Trustee 'buddy' for their first year. We seek to improve Trustee skills through external training. All Trustees are expected to stay informed about legal requirements for Trustees, e.g. by reading relevant Charity Commission guidance and its Code of Governance. Trustees take time to participate in individual performance reflections.

Please note that Trustee personal information (inc. passport copies, driving license, date of birth, current and past addresses) is sometimes required in support of funding applications and local registration with authorities. Trustees will be notified before their information is shared.



3. Role of the Safeguarding Trustee

The Safeguarding Lead Trustee works on behalf of the Board to maintain oversight of safeguarding within the organisation. This means working alongside the designated staff to ensure that effective policies, procedures, and practices are in place to protect vulnerable individuals to oversee the appropriate handling of safeguarding incidents. Connecting the Board, Executive team and the CAFOD international safeguarding specialist team, the Safeguarding Lead Trustee will ensure that CAFOD upholds the highest standards in safeguarding, and compliance with regulatory requirements and CAFOD values.

Job Title: Safeguarding Lead Trustee

Location: UK (with occasional travel to CAFOD London Offices)

Hours: 8-10 days minimum per year

Status: Voluntary Position

Below are the key attributes, skills and experience we are looking for in this vital role. The Terms of Reference is also available in Appendix 1 for more information.

4. What we seek from candidates

All candidates should demonstrate:

- Commitment to the mission of CAFOD as an agency of the Catholic Church.
- Willingness to meet the minimum time commitment and expectations outlined in section 2.
- An openness to draw on their experience and expertise for the benefit of CAFOD's work.
- Ability to work effectively as a member of a Trustee team.
- Bring independent judgement, with an ability to speak their mind.
- Openness to continued professional development as a Trustee.

In addition, the following areas are key elements for this role:

Safeguarding experience – we seek someone who has experience in children's and/or adult social care, or human resources with a strong safeguarding focus through working with a charity, agency or church networks. It would be valuable to have international experience or at the very least, awareness of how safeguarding works within different cultural contexts.

Previous case management and review of safeguarding incidents is preferred, with an **understanding of UK and international safeguarding legislation**.

CAFOD places the voice and experience of those affected/harmed at the centre of its approach, and understanding the importance of hearing the voice of those harmed is therefore essential.

Given the importance of CAFOD's values-based approach, it is important to have an **understanding of safeguarding within a faith-based context** and particularly within the Catholic Church.

Experience of Senior or Executive leadership – being part of a board that has responsibility for the organisation, we are looking for senior level skills, bringing analytical and strategic thinking to help achieve CAFOD's aims.

Great communication skills – to understand and communicate complex and sensitive information alongside being able to manage confidentiality.

5. What we offer:

- Induction and training – a full induction about CAFOD's work is offered and opportunities with external training opportunities
- Opportunities to meet CAFOD staff and supporters in England and Wales
- The chance to make a difference and to visit some of our projects around the world.



6. How to apply

If you would like to be considered to serve as a CAFOD Trustee, please send a **summary CV** to Emily Williams ewilliams@cafod.org.uk together with a **cover letter** outlining what you will contribute to the Board in relation to the skill set outlined.

At CAFOD, we want to improve the diversity of our Board of Trustees and make it more reflective of the community that supports us. We specifically seek applications from Black, Asian, and Minority Ethnic backgrounds. If you have any questions about any of our requirements or what the role involves, please get in touch.

Your application will be reviewed by Trustees and senior management, followed by an in-person interview process. If successful, there will be a due diligence process (including references and signing of relevant policies) and the successful candidates will be invited to attend the March Board meeting as an Observer before being officially registered with the Charity Commission and Companies House at Easter 2025.

Key dates:

Deadline for applications:	8 January 2025
Interview, followed by referencing:	w/c 27 January 2025
Trustee appointment and inductions:	w/c 17 February 2025

Eligibility: To be a CAFOD Trustee, you must be at least 18 years old.

You must not act as a Trustee if you are disqualified, unless authorised to do so by a waiver from the Charity Commission. Reasons for disqualification include:

- being bankrupt (undischarged) or having an individual voluntary arrangement
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register
- disqualified from being a company director

7. Further information

Safeguarding Lead Terms of Reference (Appendix. 1)
CAFOD's strategy: [Our vision | CAFOD](#)
Annual reports: [Annual reviews | CAFOD](#)
CAFOD Board of Trustees: [Our Trustees](#)

If you have any questions about any of our requirements or what the role involves, please get in touch at ewilliams@cafod.org.uk



Appendix 1: Safeguarding Trustee Terms of Reference

1. **Lead contact for Safeguarding at the CAFOD Board of Trustees**
 1. Will be alerted by CAFOD's Safeguarding specialists to any allegation of sexual exploitation or abuse by CAFOD or Partner representatives.
 2. On behalf of Trustees
 1. Decides if the incident(s) needs reporting to the Charity Commission / other authorities at that point. (Standard threshold for reporting is when an investigation is called).
 2. Agrees the closure of Charity Commission serious incident reports on behalf of trustees.
 3. Attends meetings with the Charity Commission as necessary.
 3. At any point, the Safeguarding Lead can ask for wider communication / discussion of safeguarding related issues with the Board (email, telephone conferences, etc.) and may make recommendations of external audits to the Board.
 4. If there is a safeguarding allegation against CAFOD senior or executive leadership or it looks like the incident(s) are widespread, then the Safeguarding Lead will provide scrutiny of the investigation process on behalf of the Trustee Board, providing and seeking reassurance that CAFOD policies and procedures are properly followed, including external reporting.
 5. CAFOD's Safeguarding Advisor may contact the Trustee Safeguarding Lead to whistleblow.
2. **Assurance of organisational risk management and improvement of practices re safeguarding**
 1. Twice a year, in a meeting, reviews the summary report of cases (incl. cases that may not have been serious incidents) prepared by CAFOD's Safeguarding specialists with a focus on risk and learning. This will be reported back to the Trustees.
 2. Defines the level of information that is appropriate to share with the Board, mindful of victim/survivor protection, confidentiality and trustee duties as set out by the Charity Commission (both for serious incidents and ongoing reporting).
 3. Agrees content for the Safeguarding standing item at Board meetings with CAFOD staff.
 4. Pays special attention when policies are reviewed to ensure that safeguarding and learning are incorporated as necessary.
 5. The Safeguarding Lead can request access to investigation reports and all other case information at any point to assure themselves of adequate record keeping. To ensure that this information is stored securely, the Safeguarding Lead will be given a CAFOD email address.

Exclusions

- The role is not designed to be a contact point for survivors.

Expectations:

- *Time:* This role is expected to take the equivalent of around 4 days a year in addition to CAFOD board meetings. This is a combination of training, report reading and occasional meetings. There will be two face to face meetings per year, focusing on both prevention and case reviews. The time expectation of the role could increase significantly if there were serious allegations made against senior CAFOD staff members.
- *Skill:* The Safeguarding Lead is expected to have a depth of knowledge of safeguarding policies, procedures and challenges. This can be facilitated by CAFOD and through training courses.
- *Accountability to the Trustees:* There will be a brief verbal update shared at Board meetings twice a year following the CAFOD safeguarding bi-annual recurring meetings. Any decisions taken outside of Board meetings will be flagged up as part of the serious incidents standing item. The Strategy and Performance Committee monitors implementation of CAFOD's safeguarding policy and our work with Partners.