Safeguarding and Policy Trustee at The Paradise Co-operative

Job Specification

Paradise Co-operative exists to enrich the lives of local people. Together we learn through nature and work with the land.

We are looking to appoint an additional trustee to the charity's board to lead on safeguarding and policy. The role is unpaid and voluntary with expected effort commitment of 1-2 hours per week.

The Safeguarding and Policy Trustee will be responsible for developing, implementing, and overseeing safeguarding policies and procedures to ensure the safety and well-being of children, young people, and vulnerable adults involved with Paradise Cooperative. This role will also involve creating and maintaining other relevant policies (non-HR) to support the organization's mission and values.

Who We Are Looking For

We are looking for someone who shares our belief that communities and nature thrive when people have opportunities to learn, connect, and grow together.

The Paradise Co-operative is a community garden and charity that brings people together through nature, food growing, environmental activities, and outdoor learning. We are looking for a trustee who can help ensure safeguarding, good governance and effective policies to support everything we do.

This role would suit someone with safeguarding experience who can provide oversight, guidance and challenge at trustee level, while also being willing to get involved when needed. As a small charity, our trustees occasionally contribute beyond Board meetings, whether that's reviewing policies, supporting a project, helping solve a challenge, representing the charity externally or sharing their expertise with staff and volunteers.

Previous trustee experience is welcome but not essential. We are keen to hear from people who are committed to our mission and willing to learn about the responsibilities of charity trustees.

Essential skills and experience

- Experience of safeguarding children, young people, and/or vulnerable adults.
- Good understanding of safeguarding legislation, guidance, and best practice.

- Ability to identify risks, exercise sound judgement, and think strategically.
- Confidence to ask constructive questions and provide both support and challenge.
- Strong communication and relationship-building skills.
- Experience of developing, reviewing or implementing policies, procedures, or organisational standards.
- Commitment to the mission and values of The Paradise Co-operative.

Desirable skills and experience

- Previous experience as a charity trustee, governor, non-executive director or board member.
- Experience of policy development, governance, compliance, or risk management.
- Knowledge of Charity Commission guidance and good governance practice.
- Experience of working with community organisations, schools, youth organisations or voluntary groups.
- Knowledge of the local community and partner organisations.
- Relevant safeguarding or governance-related qualifications.

Key Responsibilities of the Safeguarding and Policy Trustee

- Provide Board leadership on safeguarding to help ensure children, young people and vulnerable adults can participate safely in our outdoor learning, volunteering and community programmes.
- Oversee the review and development of safeguarding policies and procedures, ensuring they remain effective, proportionate, and aligned with good practice.
- Support the Board in maintaining a strong culture of safeguarding, inclusion and wellbeing across the organisation.
- Monitor safeguarding risks and seek assurance that concerns and incidents are managed appropriately by the operational team.
- Support the development and review of key organisational policies that strengthen governance and support the charity's work.
- Keep up to date with relevant safeguarding, governance and regulatory developments and advise the Board as appropriate.
- Share safeguarding and policy expertise with trustees, staff and volunteers when needed.

Wider Responsibilities Shared by All Trustees

As a trustee, you share responsibility for ensuring The Paradise Co-operative is well governed, financially sustainable and able to deliver its mission of helping people connect, learn and thrive through nature.

Trustees are expected to:

- Contribute to the charity's strategic direction and long-term sustainability.

- Ensure the charity operates in line with its charitable purposes, values and legal responsibilities.
- Oversee financial performance, risk management and organisational effectiveness.
- Support and constructively challenge the operational team.
- Attend and contribute actively to Board meetings and decision-making.
- Act in the best interests of the charity and those who benefit from its work.
- Act as an ambassador for The Paradise Co-operative and help build positive relationships within the community.

As a small charity, trustees occasionally contribute beyond Board meetings by reviewing documents, supporting projects, attending events, helping solve problems or sharing their skills and expertise where they can add value.

To apply

Please send a brief note explaining your interest and suitability for this role with a curriculum vitae (CV) to chair@paradisecooperative.org

Paradise Co-operative is committed to promoting an inclusive and diverse community for all team members and volunteers. Please let us know if you require any adjustments in applying for this role or require the job advert in larger font or alternative formats.

Safeguarding

The Paradise Co-operative is committed to safeguarding children, young people and vulnerable adults. We have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe, and to practice in a way that protects them. All applicants must comply with our charity's safeguarding policy and safer recruitment procedures.

All candidates are asked to comply with our safer recruitment procedure. This includes

- Providing a completed self-disclosure form if invited to interview
- Providing proof of identity and proof of address
- Providing two references for us to contact prior to a formal offer being made, one of which must be from your current or most recent employer
- Undergo a Disclosure and Barring Service (DBS) Check at Enhanced Level