

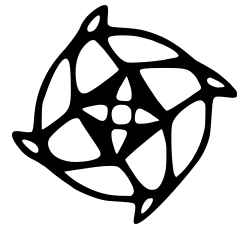
Beltane Fire Society Ltd.

16 East Cromwell St,

Edinburgh, EH6 6HD

chair@beltane.org | www.Beltane.org

Registered charity in Scotland: SC040137 Company number: SC341753



Safeguarding and Resolutions Officer

Beltane Fire Society is looking for a part-time Safeguarding and Resolutions Officer with experience in safeguarding and in dealing with internal disputes and grievances. The role will be mainly focused on managing individual cases in an objective, discreet and positive manner alongside our internal safeguarding and resolutions volunteer team, but also on helping us implement and further develop our existing safeguarding policies and systems.

Job Title: Safeguarding and Resolutions Officer (freelance)

Location: Remote, within the UK, with very occasional travel to Edinburgh agreed in advance. The post holder would need to show proof of an existing Right to Work in the UK; we are not in a position to sponsor visas for this role.

Fee: £19.57 - £27.72 hourly rate, dependent on experience.

Terms: Self-employed freelance. Initial 3 month working pattern of 10 hours per week, reviewed after 3 months (based on post-holder's experiences and recommendations). After review and any necessary changes, the contract will be renewed annually.

Reporting to: Beltane Fire Society's Board of Trustees.

Internal relationships: BFS Trustees, Members, Volunteers, Contractors.

External Relationships: BFS Stakeholders.

Beltane Fire Society is looking for a part-time, freelance Safeguarding and Resolutions Officer.

We are searching for someone with experience in safeguarding, and in dealing with internal disputes and grievances, to help us manage cases in an objective, discreet and positive manner.

The Beltane Fire Society (BFS) is an Edinburgh-based charity. We hold our Beltane and Samhuinn Fire Festivals each year, marking and celebrating the beginnings of Summer and Winter. Our festivals are modern, living, community-created interpretations of ancient Celtic traditions, which are open to all. We work to develop performing arts skills with our community of members, and promote participation in the Scottish traditions of street theatre, music, and pageantry.

BFS is almost entirely made of volunteers, including our Board of Trustees. Festival participants are automatically members of the society, and remain so for three years after taking part, thus we normally have around 600 to 700 current members.

We are looking to further develop our safeguarding policies and systems and the Safeguarding and Resolutions Officer will be an essential part of this. Due to the limited availability of the Board, there are some legacy cases that are in progress but will need addressing. This means we expect the casework element of the role to be quite busy to start with, but then potentially to level out once the backlog is dealt with.

Important Note: In order to ensure there is no conflict of interest when dealing with cases, it is essential that the post holder has never been a member of the Beltane Fire Society, and they will not be able to become a member or volunteer for any of our festivals while they remain in the position.

The Role:

The Safeguarding and Resolutions Officer will be responsible for resolving safeguarding issues within the Beltane Fire Society and developing our policies and procedures, working with the Board of Trustees, our internal safeguarding and resolutions volunteer team, senior volunteers, and other contractors.

The Safeguarding and Resolutions Officer will support and advise key figures in BFS, as well as undertaking interviews and other necessary actions and activities to ensure that safeguarding matters are dealt with in line with the organisation's agreed policies and procedures.

Key responsibilities as our Safeguarding and Resolutions Officer:

- Serve as the Charity's Lead Safeguarding Officer
- Take the lead on evaluating and investigating situations and incidents that are reported to our safeguarding team, supported where necessary by appropriate senior volunteers and/or contractors.
- Recommend appropriate resolution to those investigations in line with our policies, procedures, and best practice; advising on appropriate steps and measures that can be put in place to ensure the physical and emotional safety of all members.
- Facilitate meetings between members as part of resolving interpersonal disputes
- Implement our existing internal safeguarding processes, such as checking the names of potential volunteers against our records
- Work with the Board of Trustees to ensure that our safeguarding policies are effective, clear, accessible and well documented.

- Work with the Board of Trustees to periodically review our safeguarding policies to ensure they are in line with any emerging best practice or changes.
- Ensure all appropriate confidentiality is maintained at all times, and that all documentation related to cases is recorded and retained in line with GDPR requirements and records management best practice.
- Provide regular updates to the Board of Trustees on statistics and any insights/learning from emerging trends in our safeguarding related matters.
- Undertake other duties broadly in line with the above key responsibilities as reasonably requested by the Board.

A satisfactory disclosure check (PVG or DBS as appropriate) will also be required before the post-holder commences the position.

What we are looking for in our Safeguarding and Resolutions Officer:

- Relevant experience, and ideally formal training, in handling safeguarding cases and mediating interpersonal conflicts within organisations.
- Relevant experience of maintaining recording systems and policy documentation.
- Experience with keeping accurate records and producing reports from these.
- Experience and/or knowledge of relevant legislation; especially but not limited to safeguarding, discrimination, equal opportunities, data protection and UK GDPR.
- Experience and/or knowledge of relevant legal processes - such as knowing if/when we should pass on certain information to the police or adult protective services.
- A commitment to fairness, diversity, equality and inclusion, and an ability to work with a wide variety of people from varying socio-economic backgrounds, cultures and religions. A high proportion of our members are LGBTQIA+, practise ethical non-monogamy, and/or enjoy alternative sexual practices, and it is essential that these topics are handled without judgement or prejudice.
- Excellent communication and people skills, and the ability to navigate a complex and nuanced environment.
- Ability to handle complex, difficult situations with resilience and a positive approach.
- Ability to work effectively alongside volunteers and other contractors.
- Excellent planning and organisational skills with the ability to manage and deliver a diverse workload.

- Confidence in defining and communicating boundaries regarding workload/availability with membership, with support from the Board and Safeguarding team.
- Strong analytical and problem solving skills.
- Strong attention to detail and ability to quality-check work.
- Proficient in basic IT skills such as Google Drive, Slack, etc.

Key Dates:

Application closing date: 12 Noon, Monday 31st August

Interviews held: Online, tbc, early September

Start Date: ASAP

To Apply:

Please submit:

- A CV outlining your relevant experience.
- A cover letter of no more than 2 pages outlining:
 - Your relevant skills and experience
 - Why this role appeals to you
- Two references (Please note: We will not contact references until an offer has been made and accepted.)

Please send CV, covering letter, and references to chair@beltane.org by noon on the deadline date.

Application Notes:

We welcome and encourage applications from people of all backgrounds and lived experiences.

BFS does not use AI to screen candidates, and we would very strongly encourage candidates not to use AI when writing applications, except where needed for accessibility. We want to hear your voice and experience.

The successful candidate will need to complete a PVG (Scotland) or DBS (Rest of UK) background check.

We will be reviewing applications as they come in, and would prefer to schedule interviews as we review applications; please do not wait until the closing date to apply.