

Job Title: Child Protection Officer

Hope House Haiti (U.K) is looking to recruit a Child Protection Officer (Safeguarding).

ABOUT THE CHARITY:

Hope House Haiti (UK) supports Hope House Haiti and Hope Christian Academy. It is a Christian NGO, registered in 2015. We have a specific heart for supporting:

- Hope House Haiti, a family home to 37 displaced /orphaned children.
- Hope Christian Academy providing free education for 960 of the poorest children in the region.
- Providing access to health care/ medical treatment.
- Providing opportunities for social enterprise.

Constitution: to relieve financial hardship, sickness and advance the education of children and young people living in Haiti, in particular but not exclusively by the provision of funds and services to Hope Tree of Life Ministries (to be known as Hope House and Hope House Christian Academy).

ROLE DESCRIPTION:

This role description has been developed to give potential applicants an idea of the kind of activities that will be required within this post. This is an outline only and is not definitive or restrictive in any way. It will be reviewed regularly and may be amended in the light of changing circumstances following consultation with the post holder or potential applicants. There is a genuine and determining requirement (under the Equality Act) that this post holder is a Christian.

ROLE: Child Protection Officer

STATUS: Volunteer

BASE: Home working mainly

ACCOUNTABLE TO: Chair of Trustees

Duties are as follows:

1. Responsible for identity of applicants and, if necessary applying for a .new DBS check. This is done through Soapbox Training Trust.
2. Viewing copies of existing checks to make sure they are current or accessing the update service if applicants are already registered.
3. Reviewing our Child Protection Policy and Code of Professional Conduct, together with the trustees of the charity.
4. Being aware of and implementing changes in procedure and updates as they arise in accordance with the EU GDPR.
5. Keeping stocks of relevant paperwork.
6. Delivering annual training to teams going out to Haiti.

7. Storing any documents securely in accordance with EU GDPR and safely deleting records after the designated period outlined by the trustees.
8. Child Protection Officer will complete Child Protection training every three years.

ESSENTIAL QUALITIES:

1. Commitment to the organisation.
2. Honesty and integrity.
3. Willingness to devote the necessary time and effort required to carry out duties.
4. Organisational ability.
5. That the applicant will work within the code of professional conduct.

Note: All applicants are given a copy of the Child Protection Policy and code of Professional Conduct.

HOW TO APPLY:

- You can apply online sending an email to joan@hopehousehaiti.com or by post to:
Hope House Haiti (UK)
Joan Baker
3 Peshurst Close, Pound Hill
Crawley, West Sussex, RH10 7RJ
- Please send your CV with a covering letter highlighting your interest in Hope House Haiti (UK) and motivation for joining our team. Please also detail your relevant experience.
- Please, also quote two referees, one from church and one professional or personal. The referees must have known the applicant for a minimum of two years.
- Successful candidates will be required to undergo a DBS check.

Deadline: Tuesday July 17th 2018 by 5pm. Interviews likely to be held week beginning the 30th July; please indicate your availability in your covering letter.