



Role Specification

Position	Designated Safeguarding Lead (Associate)
Reports to	Head of People Development
Contract	Associate Agreement
Hours	Flexible, as required
Associate Fee	£13 per hour
Location	Home-based
Travel	Occasional travel may be required
Start Date	1 September 2026

Role Purpose

The Designated Safeguarding Lead (Associate) is responsible for providing safeguarding advice, guidance and oversight across ADR Conflict Specialists.

Working alongside practitioners, consultants and volunteers, the Associate will ensure safeguarding concerns are responded to appropriately, organisational safeguarding procedures remain current and colleagues have access to expert advice when safeguarding issues arise.

The role supports ADR's commitment to delivering safe, high-quality services that protect the wellbeing of the people and communities we work with.

Key Responsibilities

Act as ADR's Designated Safeguarding Lead.

- Provide safeguarding advice and guidance to practitioners, consultants, associates and volunteers.
- Receive and respond to safeguarding concerns in accordance with ADR's safeguarding procedures.
- Support practitioners in assessing safeguarding risks and determining appropriate action.

- Maintain safeguarding records and documentation.
- Review and update safeguarding policies, procedures and guidance.
- Promote safeguarding awareness across the organisation.
- Deliver or support safeguarding training where appropriate.
- Liaise with statutory agencies and partner organisations where required.
- Monitor safeguarding practice and recommend improvements.
- Support safeguarding audits and quality assurance activities.
- Ensure safeguarding practice remains compliant with current legislation and best practice.

Associate Responsibilities

As an Associate of ADR Conflict Specialists, you will be expected to:

- Maintain the highest professional and ethical standards.
- Complete mandatory training and continuing professional development as required by ADR.
- Comply with ADR's policies, procedures and quality standards.
- Represent ADR professionally in all interactions with clients, participants and partner organisations.
- Act as a positive ambassador for ADR and support the organisation's reputation and values.

Essential Requirements

- Experience working in a safeguarding role involving adults and/or children.
- Strong knowledge of current safeguarding legislation, guidance and best practice.
- Experience providing safeguarding advice and support to professionals.
- Excellent communication and decision-making skills.
- Ability to manage sensitive information confidentially.
- Strong organisational and record-keeping skills.

Desirable Requirements

- Designated Safeguarding Lead training or equivalent qualification.
- Experience within housing, community safety, mediation or public services.
- Experience delivering safeguarding training.
- Knowledge of trauma-informed practice.
- Understanding of conflict resolution and restorative practice.

Personal Attributes

We're looking for someone who:

- Demonstrates integrity and professionalism.
- Exercises sound judgement in complex situations.
- Is approachable and supportive.
- Communicates clearly and confidently.
- Works collaboratively with colleagues and partners.
- Shares ADR's values of Communication, Understanding, Curiosity, Partnership and Growth.

Please note: This is an associate appointment operating under an Associate Agreement and does not constitute a contract of employment. The stated fee is expressed as an hourly rate and is payable in accordance with the agreed associate arrangements.