

SAFEGUARDING ADMIN OFFICER

In2MedSchool

In2MedSchool is a widening participation initiative that consists of a group of medical students and junior doctors helping underprivileged school children apply to study Medicine and related subjects at University.

Welfare Team

The welfare team is responsible for ensuring that anyone who comes into contact with our organisation feels safe and included, regardless of whether they are attending an event or volunteering with us in some capacity. They are also responsible for overseeing the safeguarding training that our volunteers need to undertake.

Role Description

This is a joint position managed by the Director of Welfare but which will work closely with the Mentorship team. The main purpose of the role is to support the Welfare team with administration tasks required to safeguard the children and young people at In2MedSchool. There will be several opportunities to be involved in events, networking and several other activities happening within In2MedSchool.

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Duties will include:

- To contribute to:
 - Raising awareness of safeguarding,
 - Developing procedures for reporting cases,
 - Establishing a safe environment for students by maintaining and improving safeguarding standards;
- To assist the Welfare team with the administration of safeguarding training and maintaining records of these;
- To undertake administrative tasks relating to the monitoring of the implementation of safeguarding policy and procedures;
- To undertake training to be able to run criminal record checks for public bodies accross the UK (DBS, Volunteer Scotland, AccessNI);
- To perform virtual one-to-one ID checks on new volunteers.

Essential and Desirable Criteria

- The ideal candidate:
 - Does not have to be a medical student
 - Must have good organisational and time management skills
 - Has at least a basic understanding of Excel
 - Must be willing to learn about criminal record checking procedures across the UK and be able to stay up-to-date with any changes
 - Must be available to perform virtual ID checks (training provided) on a rota basis with the rest of the team, to include some weekends/evenings

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- Desirable:
 - Knowledge/awareness of safeguarding and child protection regulations in the UK
 - Knowledge/awareness of DBS, PVG and/or AccessNI procedures

Application Process

Please click [here](#) to send in an application.

Line Manager

This officer will be line managed by Hannah Okechukwu, who is the Director of Welfare for In2MedSchool.

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Contact Us

For more information about the role, please contact:

- Hannah Okechukwu
 - Email address:

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For more information about In2MedSchool, check out our social media or send us an email.



@In2MedSchool



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