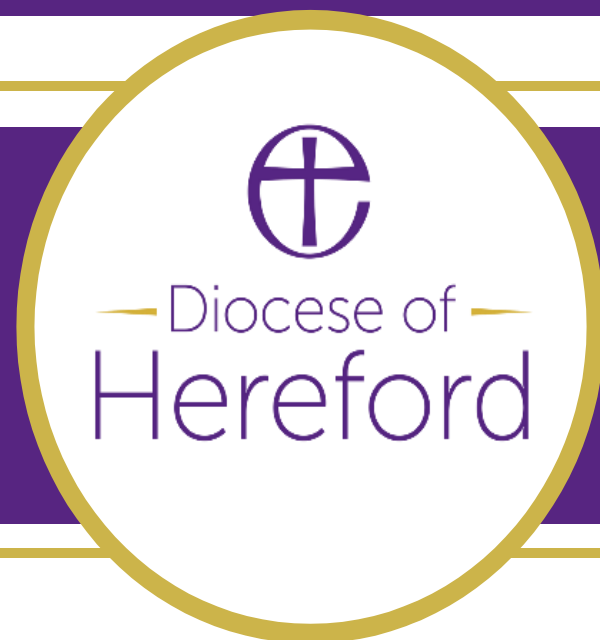


# Job Description:

## Diocesan Safeguarding Officer



### Job Purpose:

To support the diocese in the development of its safeguarding arrangements, good practice, policy and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make sure those that pose a risk are appropriately supported and managed. To advise the diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team.

### Dimensions:

Supervise and support the activities the Diocesan DBS and safeguarding administrator.

Where such an individual exists supervise and support the activities of any Assistant Diocesan Safeguarding Officer.

### Accountabilities:

- Undertake safeguarding casework on behalf of the diocese and ensure all work is recorded in line with the House of Bishops safeguarding policy and guidance.
- Offer the Diocese's Professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishops safeguarding policy and guidance. To promote good practice.
- Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- Give advice and guidance to the Bishop and other church officers on safeguarding matters. To report to the Bishop's senior staff team and other diocesan bodies on the progress of safeguarding arrangements.
- Give advice, information and support to victim/ survivors of abuse and ensure the diocese responds well to those who have suffered abuse.
- To undertake and commission risk assessments.
- Provide, or coordinate the provision of, training on safeguarding matters.
- Implement, or co-ordinate the implementation of, the policy and practice guidance issued by the House of Bishops.
- Contribute to the work of the Diocesan safeguarding Working Group.
- Give advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance.
- Where the adviser thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points of issue, informing the National Safeguarding Team.
- Ensure that records are kept and are accessible, accurate, securely held and able to be analysed.

- Work collaboratively with the National Safeguarding Team and attend national events and activities.
- Engage in professional supervision and continued professional development.
- Implement, or coordinate the implementation of the current House of Bishop's Safer Recruitment Policy, including the efficient and effective operation of the diocesan DBS checking process.
- Be prepared to take telephone calls out of hours regarding advice in emergency situations. This situation is only anticipated to arise a handful of times per year.(mobile phone contact number published on church notice boards and diocesan website).

Some flexible working is required e.g. travel around the diocese and some occasional work in the evenings and at weekends. The post-holder will be required to attend meetings, training or events regionally and nationally.

#### **DBS**

Given the nature of the role an enhanced DBS check is required.

### **Organisation Chart**



## Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications / Membership of Professional bodies (or equivalent)</b>	<ul style="list-style-type: none"> <li>• Degree level or Above</li> <li>• Relevant professional qualification or equivalent (For example, social care or criminal justice), with current professional registration where applicable.</li> <li>• The equivalent of level 3 or above training accreditation in child or adult protection with the ability to demonstrate transferable knowledge across client groups</li> </ul>	
<b>Type of Experience required</b>	<ul style="list-style-type: none"> <li>• Extensive experience of safeguarding children and adults.</li> <li>• Experience of undertaking work at a strategic level, including contributing to policy and practice guidance development and implementation.</li> <li>• Experience of working on and managing cases involving the statutory response to the protection of children / adults.</li> <li>• Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children and adults.</li> <li>• Experience of undertaking statutory case and / or management reviews.</li> <li>• Experience of undertaking statutory risk assessments.</li> <li>• Management experience in providing supervision to staff in managing and co-ordinating safeguarding of children and or adults.</li> <li>• Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice.</li> <li>• In- depth knowledge of the statutory frame work in relation to safeguarding children and adults.</li> <li>• Practitioner / manager experience of working with victims or survivors of abuse, including adults with mental health issues.</li> <li>• Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.</li> <li>• Experience of communications and external stakeholder management on safeguarding issues with policy- makers, media and other external stakeholders at local and or national level in a context of public scrutiny</li> <li>• Experience of setting up, running and reporting to successful internal accountable bodies such as a safeguarding boards or working group</li> <li>• Experience of designing, leading and or contributing to case review processes and identifying and disseminating lessons to be learnt. E.g. serious case reviews, domestic homicide reviews, serious untoward incident reviews or significant learning processes, Mappa reviews etc.</li> </ul>	

## Competencies

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Understanding of the broader safeguarding field including its social and political context.</li><li>• Strong verbal communication skills and ability to produce clear written records and reports.</li><li>• Ability to work sensitively with survivors, those who are subjected to allegations and or those that may pose a risk.</li><li>• Ability to manage and analyse complex and sensitive information and assess risk.</li><li>• Ability to work collaboratively with a range of stakeholders to influence improvements to practice.</li><li>• Demonstrate ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.</li><li>• Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.</li><li>• Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.</li><li>• A proven ability to develop and sustain relationships at all levels both inside and outside the church.</li><li>• Flexibility to accommodate a work load which by its nature will be episodic rather than a fixed pattern of hours.</li><li>• Willingness to work as necessary in the evenings and at weekends including taking calls out of hours.</li><li>• Willingness and ability to travel throughout the diocese.</li><li>• A positive attitude to, and knowledge of using IT hardware/ software.</li></ul>	<ul style="list-style-type: none"><li>• Current substantive driving licence, able to drive and have use of a motor vehicle</li><li>• Understanding of the complex inter-relationships between Dioceses, parishes and cathedrals with the Church of England</li></ul>

**Agreed: Job Holder:**

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**Agreed: Line Manager:**

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**Date:**

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