

JOB DESCRIPTION

ASSISTANT DIOCESAN SAFEGUARDING OFFICER (and CATHEDRAL SAFEGUARDING OFFICER)

Reporting to:	Head of Safeguarding & Diocesan Safeguarding Officer
Location:	Old Cathedral School, Truro, TR1 (some home working permitted but travel to Truro required regularly)
Standard Working Hours:	24.5-28 hours per week (to be agreed)
Salary:	Pro rata based on a full time equivalent salary of £34,000 -£36,000 for 35 hour week. Starting salary depending on skills and experience
DBS check required:	Yes, enhanced with barring

Purpose of the Role:

As a member of the Safeguarding Team, this role supports the Head of Safeguarding (also Diocesan Safeguarding Officer) in serving and equipping the Diocese to safeguard young people and vulnerable adults in line with both UK legislation and Church of England requirements & guidance.

Main Activities and Responsibilities

1. Casework

- Manage a caseload as directed by the Diocesan Safeguarding Officer (DSO) and Deputy Director of Safeguarding (DDSO), responding to, assessing and managing safeguarding concerns or allegations against church officers in line with Church of England practice guidance (2017), including concerns relating to safeguarding culture.
- To act as the designated Cathedral Safeguarding Officer and initial Point of Contact.
- Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.
- Ensure that the needs of survivors of abuse are always given a strong focus, and identify appropriate support and advice for victims or survivors of abuse.
- Liaise with statutory agencies including the Local Authority Designated Officer, the police, and the probation service on relevant cases.
- Take part in relevant external child or adult protection conferences and internal case management group & committee meetings as required.
- Keep and maintain accurate records and files in relation to casework, through our case management software system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.

2. Safeguarding risk assessments

- Assist with risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or vulnerable people, where they have convictions for offences against children or adults or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance.
- Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child or an adult at risk. This includes non-current allegations of abuse.

3. Safeguarding Support

- Support parishes during a child or adult safeguarding enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.
- Provide advice and support to diocesan staff, governing bodies etc., parishes and the Cathedral, or as determined by any service contracts, in the implementation of safeguarding policies and case management procedures.
- Feeding back to the safeguarding team, any concerns about general safeguarding practices in order to build a picture of need.
- Build professional and accessible relationships with parish safeguarding coordinators, clergy and church officers on a parish level.

4. Training

- Support the Safeguarding Trainer in delivery the national training framework, including planned or occasional, delivery of safeguarding training to clergy and lay people.

5. Health & Safety

- Follow the application of health and safety policy and procedure and to work with the Head of Operations & Governance to ensure ongoing compliance.
- To adhere to the Diocese of Truro Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

6. Safeguarding

- To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with own safeguarding training at the level appropriate to the role.

7. Other

- To undertake any other duties as relevant and appropriate to the role.
- To undertake relevant training required to best carry out the role

Person specification

ESSENTIAL
EXPERIENCE
Significant safeguarding experience working with children, young people or adults at risk at practitioner level or specific safeguarding post.
Keeping and maintaining highly confidential and sensitive records and administration
SKILLS
Excellent planning and organisational skills including attention to detail.
Able to work constructively and form effective relationships with a wide range of interested parties.
Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.
Effective facilitation and presentation skills.
Excellent verbal and written communication skills.
Confident and skilled in dealing with conflict.
Able to identify and assess key issues in the field of safeguarding children and adults, and analyse complex situations and advise appropriately.
Confident in, and comfortable with, working with IT and new technology.
Ability to both work on own initiative and as part of a wider team.
Able to contribute to a supportive team dynamic.
KNOWLEDGE
Knowledge of MS Office and applications.
PERSONAL QUALITIES
Professional and approachable.
Willingness to understand and engage with the Church of England and its structures, including the legal framework, and respect for its aims and objectives.
Able to work flexible hours, including occasional evening and weekend work as negotiated with the Head of Safeguarding.
Ability to travel around the diocese.
Commitment to, and understanding of, equality, diversity, and inclusion.
DESIRABLE
EXPERIENCE
Experience of safeguarding casework in the social work/care, health or the criminal justice system or similar sector.
Assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults.
Child or adult safeguarding in a church/faith context.
Working with victims of abuse.
KNOWLEDGE
Current knowledge of DBS processes and legislation.
Understanding of the mission and ministry of the Church of England and the Diocese of Truro.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:



- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Safer recruitment

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.

Safeguarding - Everyone Matters - Everyone's Responsibility

The Diocese of Truro strives to be trauma informed and is committed to developing safer policies, cultures and practices.

Organisation chart on the next page



