

DIOCESAN BOARD OF FINANCE

JOB PROFILE

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| JOB TITLE: | Safeguarding Adviser |
| ACCOUNTABLE TO: | The post is line managed by the Head of Safeguarding. |
| KEY RELATIONSHIPS: | Bishop of Leeds and leadership team Diocesan Board of Finance Archdeacons Local Authorities Police Probation services Church of England National Safeguarding team |

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has around 600 church buildings.

The Diocese has undergone a significant period of change since its formation in 2014. As part of its aim to ensure long-term sustainability and financial stability, the diocese has applied for and received investment funding for Barnabas: Encouraging Confidence. This is the vehicle for the diocese to support churches to move forward in mission, ministry and sustainability. Barnabas offers every church the opportunity to access resources and support at different levels according to their existing strengths and needs.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

The Diocese of Leeds is proud to be a Living Wage Employer

JOB DESCRIPTION

Overall Purpose

- To manage allegations of abuse and provide support as appropriate
- To support Victims and survivors of abuse
- Progress cases to their full conclusion within the time frame stipulated by the Head of Safeguarding
- Support the triage of incoming safeguarding cases
- Collate information regarding disclosures of abuse, allegations or concerns
- Complete comprehensive risk assessment on individuals who pose a risk in the church context
- Prepare comprehensive safety plans for individuals who pose a risk in the church context
- Keep all case files up to date by accurately and consistently recording actions taken on cases using the Diocese case management system
- To actively liaise with relevant agencies, for example, the police and probation services, and local authorities
- To ensure known offenders within (or returning to) the church community are appropriately managed and supported by the church
- Contribute to the work of the governance structure in relation to safeguarding including attending and chairing meetings

Person Specification

Safeguarding Adviser

(E – Essential criteria, D = Desirable criteria)

| | Sections | | E/D |
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| 1 | Skills, knowledge and aptitudes | <p>The Safeguarding Adviser should have:</p> <ul style="list-style-type: none"> • Up to date knowledge of safeguarding best practice and relevant legislation. • Ability to hold a case load and manage and progress individual cases • Understanding of the remit and working with key professionals including; police, probation, local authorities etc. • Ease with the diversity of the Church of England. • A professional understanding of confidentiality and Data Protection. • Ability to form and maintain positive multi-agency working relationships. • Full driving licence and use of own car • Excellent report writing skills including assessment and risk management report writing and analysis of risk • Understanding of Disclosure and Barring service • Understand of safeguarding within the Church of England | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> |
| 2 | Qualifications, Training and Experience | <ul style="list-style-type: none"> • Qualified Social Worker or equivalent experience through working in Safeguarding, eg in a health, police, local authority or probation setting. There is flexibility in background and we ask applicants to fully expand on this in their application when addressing their suitability for the role. • A minimum of 3 years' experience of front line child protection intervention and or risk assessment of adult perpetrators, and application of risk assessment • Case management of safeguarding relating to both children and vulnerable adults. • Be able to support the delivery of bespoke safeguarding training • Be able to provide advice and assessment of blemished DBS | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| 3 | Personal Attributes | <p>The Safeguarding Adviser should:</p> <ul style="list-style-type: none"> • To be sensitive to the different culture, traditions and activities across the Diocese of Leeds • Have a flexible work approach. • Have the ability to work collaboratively. • Have the ability to relate to a wide range of people and organisation. • Have the ability to ensure own personal and professional development. • Be a team player with the ability to work both collaboratively and individually | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |

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| 4 | Disposition and Attitude | <p>The Safeguarding Adviser should have:</p> <ul style="list-style-type: none"> • Empathy with the faith and mission of the Church of England. • The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts. | E E |
| 5 | Special Requirements | <p>The Safeguarding Adviser should:</p> <ul style="list-style-type: none"> • Have the ability to travel throughout the Diocese. | D |

For an informal chat about the role please contact Juliette Mclellan Head of Safeguarding Juliette.mclellan@leeds.anglican.org