

## Job Description and Person Specification

<b>JOB TITLE</b>	Regional Officer for Safeguarding		
<b>TEAM</b>	Safeguarding Team		
<b>REPORTS TO</b>	Regional Safeguarding Manager	<b>LOCATION</b>	Home based, South East Region (London & South East Districts)
<b>CONTRACT TYPE</b>	Permanent	<b>GRADE</b>	NLG 4

### JOB PURPOSE AND OBJECTIVES

The Regional Officer for Safeguarding (ROS) will take the lead for the Methodist Church in matters relating to safeguarding in designated regions.

The ROS will be part of a Regional Safeguarding Team (RST) with core responsibilities and other designated lead areas shared across the team.

Each RST will work closely with the Districts in their regional area. This ROS role operates across two adjoining Districts: London and the South East. Working collaboratively with each ROS, District Chair and District Safeguarding Group they will assist in providing leadership for effective safeguarding practice throughout the churches and circuits.

This will be achieved through:

1. Complying with the policies and procedures of the Methodist Church;
2. Complying with legal requirements relating to safeguarding matters
3. Providing advice concerning responses to safeguarding queries;
4. Undertaking risk assessments and supporting commissioned risk assessments in individual cases related to blemished DBS checks and safeguarding concerns;
5. Developing good practice and quality assuring implementation of church safeguarding policy;
6. Overseeing the provision of effective mandatory and discretionary safeguarding training programmes and leading as required;
7. Supporting and advocating for victims and survivors of abuse related to the Methodist Church;
8. Collaboration with external agencies to developing positive collaboration and partnerships.
9. Attending events across the London and South East such as training delivery, District meetings and RST events.

## JOB DIMENSIONS

### RESOURCES UNDER CONTROL

<b>Direct reports</b>	N/A
<b>Resources</b>	<ul style="list-style-type: none"><li>• Regional Safeguarding Manager, Regional Safeguarding Team</li><li>• Connexional Safeguarding Team members</li><li>• District Chairs, District Safeguarding Groups</li><li>• Superintendent Ministers, Church and Circuit Safeguarding Officers</li><li>• Circuit Safeguarding Trainers, Complaints and Discipline teams</li><li>• The Learning Network, Warden of the Diaconal Order, Ecumenical safeguarding colleagues, Adult and Children's statutory services and members of churches and church projects.</li></ul>

## ROLE ACCOUNTABILITIES (Between 6 and 10)

### **Comply with Policies and Strategies**

1. *Have a clear understanding of matters facing Methodist Churches, ecumenical colleagues and other Faith Communities as they seek to make their organisations a safer space for everyone.*
2. *Monitor compliance with the Methodist Safeguarding Procedures and report any non-compliance and concerns.*
3. *Be accessible and available to offer advice and consultation that is timely and appropriate in situations of concern. Ensure advice is consistent with the Church's Safeguarding policy and relevant national legislation. This includes casework, advising on the level of risk and undertaking risk assessments as required.*
4. *Establishing and overseeing safeguarding contracts, including training and overseeing the work of Monitoring and Support Groups.*
5. *Maintain accurate records through use of the casework management system of all allegations and concerns in line with the Church's safeguarding Policy and Trustees for Methodist Church's Purposes guidelines.*
6. *Ensures compliance with safer recruitment and undertake inquiries into blemished DBS checks and any necessary follow up actions and risk assessments reporting to the Regional Safeguarding Manger.*
7. *Support the Complaints and Discipline process where there are safeguarding concerns.*

### **Develop Good Practice and Effective Training**

8. *Keep up to date with relevant legislation in the areas served by the Methodist Church in Britain.*
9. *Ensure that all district, circuit and church officers are updated on safeguarding and training matters.*
10. *Model good communication and effective information sharing, including an understanding of confidentiality and GDPR requirements.*
11. *Coordinate and contribute to the delivery of safeguarding training across the Region and working in partnership with colleagues in the Learning Network in the delivery of Advanced Module training.*

**Effective Partnership Working**

- 12. *Work with District Safeguarding Groups and attend other meetings as required.*
- 13. *Communicate effectively and share information with:*
  - *Churches, circuits and districts*
  - *Relevant church departments/members of the Connexional Team*
  - *External voluntary and statutory agencies*
  - *All those involved in case management, and overseeing safeguarding contracts.*

**Professional standards**

- 14. *Be committed to continuing professional development and training and attend Regional and Connexional development meetings.*
- 15. *Comply with the organisation’s supervision, audit and appraisal system. (The ROS’s will be required to adhere to the ROS Professional Standards).*
- 16. *Any other duties, appropriate to the grade of the post, as requested by the Regional Safeguarding Manager*

**Person Specification**

**GRADE LEVEL 4**

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Educated to degree level in social work, health care, police and criminal justice, education services, or equivalent professional qualification, or demonstrated relevant work experience.	x		A + Q
<b>Proven Abilities, Knowledge and Skills</b>			
Experience, expertise and knowledge in safeguarding case management gained through working with people at risk.	X		A+I
Proven ability to assess complex safeguarding situations and take appropriate action in accordance with Methodist Safeguarding Policy.	X		A+I
Proven ability to undertake and produce safeguarding risk assessments and make appropriate recommendations for managing risk.	X		A+I
<i>Thorough understanding of confidentiality and information sharing pertaining to sensitive situations and vulnerable individuals.</i>	X		A+I
<i>Experience of taking actions in response to concerns and allegations in accordance with the GDPR and the Church Data Protection Policy.</i>	X		A+I
<i>An ability to work within the specific context and environment of a faith-based organisation.</i>	X		A+I
<i>Proven track record of delivering training.</i>	x		A+I

<i>Experience of working with volunteers.</i>		x	A+I
Excellent written and oral communication skills.	X		A+I
Proficient in Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft 365 SharePoint, Teams and OneDrive.	X		A+I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A+I
An ability to develop and maintain constructive working relationships both internally and externally.	X		A+I
<i>Professional and positive approach, with a commitment to professional development and self-improvement</i>	X		A+I
<i>Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life</i>	X		A+I
<i>An ability to travel around the Region, as required by the role.</i>	X		A+I

**Method of Assessment:** **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

*Please note: We reserve the right to assess any other aspects of the role using a format not previously described.*

# TERMS AND CONDITIONS

## Terms and Conditions for a Lay Employee

<b>Health and Safety:</b>	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
<b>Equal Opportunities:</b>	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
<b>Physical Conditions:</b>	Home-based office
<b>Remuneration:</b>	£20,000 - £21,750 per annum
<b>Working Hours:</b>	<ul style="list-style-type: none"><li>• Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break.</li><li>• A flexi-time scheme operates with core hours: 10:00 am –12:00 pm and 2:00 pm – 4:00 pm.</li><li>• Start times may be as early as 8:00 am and finish times no later than 6:00 pm, subject to line manager approval.</li><li>• Flexibility may be required. Overtime is not paid, but time off in lieu may be agreed.</li></ul>
<b>Holiday Entitlement:</b>	<ul style="list-style-type: none"><li>• 25 days per year (Years 1 – 4)</li><li>• 28 days per year (Years 5 – 9)</li><li>• 30 days per year (Years 10+)</li></ul> Plus, Bank Holidays and three additional days over the Christmas and New Year period.
<b>Sick Pay:</b>	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
<b>Pension:</b>	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
<b>Probationary Period:</b>	The post holder will be subject to a six-month probationary period.
<b>Season Ticket Loan:</b>	Available following successful completion of the probationary period.