

Job Description

Job Title: Project Support Worker

Hours of Work: Full-time, 35 hours per week
Fixed term for an initial period of 6 months

Reporting to: Deputy Diocesan Safeguarding Adviser

Normal Place of Work: Church House, Daresbury Park, Warrington, WA4 4GE.

Remuneration: £25,208 - £26,612 depending upon skills and experience

Job profile

The role supports the Diocesan Safeguarding Team in the delivery of case work, cold case reviews and management of casework recording

Duties and key responsibilities:

General

1. To process correspondence pertinent to case management recording in a timely manner. To take action where necessary, producing draft replies, standard replies and holding letters as necessary.
2. To use own initiative in generating communications to stakeholders following the agreed processes in respect of case work undertaken.
3. Manage, research and undertake guided actions in cases to support enquiries, and conclude designated cases
4. Make appropriate use of supervision to improve the practice of current case work and future safeguarding practice and initiatives.
5. To use own initiative in responding to telephone and e-mail enquiries – providing information, using judgement in directing calls and e-mails and ensuring that appropriate case management information is brought to the attention of the designated case owner.
6. To maintain up to date records relating to your designated caseload on the church's National Safeguarding Case Management System, and case files and other necessary databases.
7. Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
8. Complete role related and general Diocesan training, as required.

9. Work collaboratively with the Safeguarding Team and wider contacts and undertake such other reasonable duties as may be required, including by the Diocesan Safeguarding Adviser and Diocesan Secretary/ Chief Executive Officer

Specific

1. The preparation of Chronologies of events from cold case files.
2. The gathering of information from cold case files and preparation of necessary documentation for case reviews.
3. The identification of outstanding actions required in case files including victim/survivor care, offender management and the identification of ongoing risk to any individual concerned or posed by another person.
4. Collaborate with safeguarding team members to bring case file closures
5. To transfer relevant information to the National Safeguarding Case Management System.

The following core principles underpin the Church of England's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount
- Integrity, respect and listening to all
- Transparency and openness
- Accountability
- Collaboration with key statutory authorities and other partners
- Use of professional safeguarding advice and support both inside and outside the Church
- A commitment to the prevention of abuse
- The active management of risk
- Promoting a culture of informed vigilance
- Regular evaluation to ensure best practice

This job description does not form part of your Contract of Employment

March 2025