

Project Support Worker (Safeguarding team)

Person Specification

Attributes are essential unless otherwise stated

Knowledge & Experience:

- Experience of reviewing case files (desirable).
- Experience and understanding of safeguarding procedures in relation to children and adults. (desirable)
- Experience of working with safeguarding casework software (desirable)
- Understanding of the principles of safer recruitment (desirable).
- Experience of working in a challenging environment demanding strength of character, resilience and determination.

Skills and Abilities:

- Working knowledge of using IT and the Microsoft Office Suite
- Ability to communicate effectively with a wide range of people/audiences.
- Excellent coordination and organisational skills.
- Ability to meet deadlines.
- Ability to prioritise

Qualifications & Training

- Educated to a good general standard (essential)
- Educated to degree level or equivalent (desirable).
- Social work qualification or background (desirable)

Personal Qualities:

- High levels of enthusiasm, self-motivation, and a self-managing attitude.
- High levels of determination and willingness to take on new challenges.
- Ability to work independently
- Ability to maintain the highest level of confidentiality.
- Collaborative and supportive attitude when working within a team.
- Able to use own initiative and take a creative approach.

Other Requirements:

- Willingness to work within the ethos of the Church of England (essential)
- Having an understanding of the Church of England/Diocese of Chester and the structures of the Church of England (desirable)

April 2025