

Job Description

JOB TITLE	Regional Safeguarding Manager (South East)		
REPORTS TO	Director of Safeguarding	LOCATION	Home based
TEAM	Safeguarding Team	GRADE	5

JOB PURPOSE AND OBJECTIVES

Regional Safeguarding Managers (RSM) will take the lead for the Methodist Church in matters relating to the safeguarding and protection of children and vulnerable adults in designated regions in order to ensure the Church provides an effective and robust approach to all matters related to safeguarding and seeks to be a safe place for all those with whom it works and supports.

Each RST will work closely with the districts in their regional area. Working collaboratively with each District Chair and District Safeguarding Group they will assist in providing leadership for effective safeguarding practice throughout the churches and circuits.

The RSM will line manage a regional team of Regional Officers for Safeguarding (ROS) who will have core safeguarding responsibilities and other designated lead areas shared across the team. These include assessing, developing and improving practice, effective training, providing advice, responding to queries and undertaking risk assessments in relation to blemished DBS checks and safeguarding concerns.

The role will develop and maintain collaborative links with key stakeholders across the Methodist Connexion, including:

- Members of the Connexional Team, as appropriate; particularly those administering the Complaints and Discipline process and other oversight processes
- Members of the Connexional Safeguarding Committee
- District Safeguarding Groups
- Chairs of Districts and the Warden of the Diaconal Order
- Superintendent ministers, circuit and church safeguarding officers.
- Ecumenical safeguarding officers
- The Disclosure and Barring Service (DBS) and statutory agencies working with adults and children's services.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	Designated group of ROSs (up to 9)
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Resources	n/a
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ROLE ACCOUNTABILITIES

Main Tasks:

1. Line management of designated ROSs including the supervision, monitoring, appraisal and ongoing professional development as they undertake their safeguarding duties. This will involve assessment of case work, delivery of training plans and the development of good safeguarding practice in the districts the ROSs serve. All case work will be recorded on the connexional case work system which will be kept up to date and carefully maintained to provide accurate records of all activities undertaken.
2. ROSs will assess DBS blemishes, undertake risk assessments and presentation to Safeguarding Panels of unclear disclosures and individuals who are considered to pose a proven or potential safeguarding risk.
3. To keep up to date with legislation, policy, guidance and best practice in safeguarding children and vulnerable adults, across all the jurisdictions the Methodist Church in Britain applies.
4. To lead and manage the ROSs in investigating and reporting on Key Performance Indicators and trends in the safeguarding work.
5. To liaise with appropriate Government departments and statutory bodies for adults and children's services and voluntary sector organizations across all the jurisdictions the Methodist Church in Britain applies and to contribute to the formation of policy and good practice.
6. In partnership and collaboration with other Churches and agencies across all the jurisdictions the Methodist Church in Britain applies, to develop good practice relating to Safeguarding child and adult protection, and to support the continued implementation of the Churches' Safeguarding Policies wherever possible.
7. To further develop and maintain good working relationships with the DBS, Disclosure Scotland, and similar bodies, in order to liaise effectively with the Churches' Registered Bodies/ Umbrella Bodies and help develop best practice in safer recruitment in relation to Disclosure checks and registration with relevant bodies.
8. To support and advise governance bodies such as the Connexional Council and the Methodist Conference to ensure that the Church's safeguarding policies and guidance for good practice are up to date.
9. To respond, by the sharing of expertise and good practice and training, to individual situations and queries from within Districts as appropriate; to provide advice on undertaking risk assessments and managing risk; and to encourage awareness of best practice on these matters.
10. To support and advocate for victims and survivors of abuse in addressing their various needs and enabling learning to be disseminated to further inform the development of best practice.
11. To work on safeguarding matters with the Church's legal officers and Methodist Connexional staff.
12. Any other duties, appropriate with the grade of the post.

Person Specification

GRADE LEVEL 5

	Essential	Desirable	Assessment Method
Education and Training			
Qualification (Child Care, Social Work, Psychology, Health, Police, Probation etc.) or relevant professional training	x		A,Q
A qualification in the management and supervision of others, e.g. in Social Work, Probation, Police, Health, Child Protection or Church related work		x	A,Q
Proven Abilities, Knowledge and Skills			
Excellent interpersonal skills	x		I,P
Excellent communication skills both written and oral	x		A,I
Able to relate to and consult people at all levels including church leaders		x	A,I
An understanding of child and / or adult abuse issues with the ability to transfer learning between child and adult work.	x		A,I,P
Detailed knowledge of Methodist (or other faith-based) Safeguarding Policies		x	A,I,P
Able to analyse complex safeguarding situations and manage appropriately / give direction and support in completion of casework.	x		A,I
Experience of working with child and / or adult protection policies.	X		A,I
Experience of managing a team of experienced professional staff and in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults.	X		A,I
Able to audit and quality assure safeguarding practice, identify and challenge ineffective gaps in practice and supporting improvement.	X		A,I
Good working knowledge of legislation, statutory and other guidance concerning child and / or adult protection.	X		A,I
Sensitivity in pastoral situations	x		A,I
Experience of working with children and/or young people		x	A,I
A proven ability to develop and sustain relationships and ability to network effectively	x		A,I
Excellent IT skills, working knowledge of Microsoft applications	x		A

Excellent organisational skills	x		A,I
Able to identify examples of poor practice when requested and ensure that necessary change is implemented	x		A,I
Able to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding	x		A,I
Knowledge of the law as it affects offenders and up to date legislation	x		A,I
Ability to ensure compliance with and implementation of a set procedure.	x		A, W
Able to demonstrate an understanding of church culture, ethos, and ability to work within it. Experience and proven competence in risk assessment and report writing			A,I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A,I
Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church	X		A,I
A willingness to work on own initiative and with colleagues	X		A,I
Professional and positive approach, with a commitment to professional development and self-improvement	x		A,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	x		A,I
A willingness and ability to travel and to be away from home on occasions	x		A,I

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

(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equal Opportunities:	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
Physical Conditions:	Working from home						
Remuneration:	Circa £50k						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						