

DIOCESE OF WORCESTER/WORCESTER CATHEDRAL

ASSISTANT DIRECTORATE SAFEGUARDING OFFICER (Cathedral)

Full time (35hrs per week)

OVERVIEW OF ROLE:

The Assistant Directorate Safeguarding Officer (Cathedral) will work alongside other members of the Directorate to provide high quality, professional safeguarding support across the Diocese of Worcester and Worcester Cathedral.

They will support the Directorate Safeguarding Team in ensuring that within the Cathedral and across the diocese, safeguarding policies, procedures and governance arrangements are effectively implemented, monitored and continuously improved. The postholder will maintain robust safeguarding records and will provide safeguarding support and advice to all they serve. They will respond well and compassionately to victims and survivors of abuse. They will maintain good partnerships with statutory agencies, partner organisations and be a strong team player.

REPORTS TO: The Director of Safeguarding who is also the named Diocesan Safeguarding Officer (DSO) with day-to-day support and professional supervision provided by the Deputy DSO

JOB DESCRIPTION

KEY ROLES AND RESPONSIBILITIES:

The Assistant Directorate Safeguarding Officer (Cathedral) will support the work of the Directorate Safeguarding Team in providing best practice operationally in line with the National CofE Safeguarding Standards to ensure good outcomes for children, young people and adults at risk.

<https://www.churchofengland.org/safeguarding/national-safeguarding-standards>

Principle Tasks

Within the Cathedral Role

Working within the directorate, and in line with the national standards for cathedrals, the ADSO (Cathedral) will:

- Take the lead role in responding to all safeguarding concerns and incidents in the cathedral, supporting victims and survivors, advising staff and volunteers, and overseeing safeguarding agreements. Being visible and accessible to cathedral staff and volunteers, helping them recognise, respond, and properly record all concerns, and determine what referrals are necessary.
- Provide focussed support where there is frequent engagement with young people and vulnerable adults including:
 - The Welcome Team
 - Day Chaplains
 - The Music team,
 - The Learning Team,
 - The Clergy Lay Readers, and Other lay ministers
- Build positive relationships with the LADO and other external agencies and volunteer organisations

- Respond to victims and survivors in a trauma-informed way, following the House of Bishops Responding Well guidance
- Undertake safeguarding risk assessments, drawing up safety plans and monitoring implementation as required in accordance with the Managing Safeguarding Concerns and Allegations National Code of Practice
- Keep casework records electronically, in line with the protocols and templates mandated by the Church of England or required by the DSO.
- Maintain the Cathedral Dashboard
- Undertake an annual review of safeguarding policies, practices and relevant documents e.g. Cathedral Safeguarding Handbook and working with the Director to advise the Chapter on developments in safeguarding practice and regulation.
- Collaborate with the People/DBS and HR Administrators to ensure that safer recruitment and necessary training is delivered and documented for all staff and volunteers.
- Work with the Assistant Directorate Safeguarding Officer (Training) to determine the training needs for all those who work in the cathedral (staff and volunteers), jointly agreeing the training strategy across the cathedral and diocese. Meet the requirements of the Church of England and develop context-specific training for key roles. Take a lead in monitoring the Cathedral safeguarding training strategy and being the lead person to deliver any training required within the cathedral
- Co-ordinate the Cathedral's response to Safeguarding Audits and other work required by the National Safeguarding Team (NST) or Church of England.
- Attend and contribute to the Cathedral's Senior Management Group and provide reports to the Cathedral's Operational Safeguarding Group, the Cathedral Safeguarding Advisory Panel and other Congregational Committee's as required, with support for colleagues conducting group or event risk assessments as required.
- Represent the Cathedral on the Diocese's Operational Safeguarding Group (OSG) and, where required attend Chapter and the Diocesan Safeguarding Advisory Group (DSAP)

In the wider Directorate role the ADSO will:

- Support the other Assistant Directorate Safeguarding Officers in their work as required and agreed with the Director. Working collaboratively and flexibly to ensure a prompt and professional response is provided from the directorate, adopting a whole team approach.
- Manage the Safeguarding Advice line at least once a week and over the weekend approximately every 4-5 weeks.
- Carry out casework as allocated and supervised by the Deputy DSO (see below)
- Provide secondary delivery support to the Assistant Directorate Safeguarding Officer (Training) when required.
- Attend Team meetings and participate in other aspects of the wider diocesan team's activities as required.
- Engage in professional supervision and support.
- Keep abreast of the National safeguarding work both for dioceses and cathedrals, attending meetings and training as required

Casework and Risk Assessments

The ADSO (Cathedral) will support the work of the directorate safeguarding team in:

- Providing advice and support in adherence with the House of Bishop's safeguarding policies and processes where safeguarding concerns or queries arise concerning the welfare of vulnerable people (children, young people and adults at risk) as well as concerns about those whose behaviour may pose a risk.
- Managing new and existing cases both serious and low-level concerns.
- Undertaking initial fact finding relating to any concerns that have been raised about inappropriate behaviour towards a child or an adult at risk. This includes non-recent allegations of abuse.

- Providing guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves.
- Reporting into safeguarding case management groups, providing professional advice to ensure good decisions are made with key personnel in relation to managing complex cases.
- Undertaking risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or adults at risk, where they have convictions for offences against children or adults at risk, or where they have a blemished DBS disclosure.
- Drawing up and regularly reviewing safety plans to enable individuals, about whom there is a child or adult safeguarding concern, to worship whilst protecting children or adults from any potential risk.
- Responding sensitively to victims and survivors of abuse, providing care, advice and identifying support according to their wishes.
- Liaising with statutory agencies including the Local Authority Designated Officer, the Police, Children and Adult Services and the Probation Service on relevant cases.
- Attending strategy meetings, child or adult protection conferences, MAPPA meetings as requested by the DSO.
- Keeping and maintaining accurate records and files in relation to case work, ensuring that the records are suitable for admission in legal proceedings

Other tasks may be included, as requested by the Director, as new methods and procedures emerge following national guidance.

KEY RELATIONSHIPS:

It is essential that the ADSO maintains excellent working relationships with:

- The Director of Safeguarding/Diocesan Safeguarding Officer (DSO), the Deputy DSO and other members of the Directorate Safeguarding Team (DST)
- The Dean, the Chief Operating Officer, Members of the Senior Management Team, Members of Chapter and all staff within the Cathedral
- Senior Diocesan clergy and members of the DBF staff teams, members of the Diocesan Safeguarding Advisory Panel and Diocesan Operational Safeguarding Group.
- Statutory Colleagues eg Police, Probation, Adult and Children's Services
- Ecumenical or multi-faith forums and non-statutory safeguarding partners (eg: specialist safeguarding charities).
- The National Safeguarding Team.

PERSON SPECIFICATION

Skills/Aptitudes

The successful candidate will be able to demonstrate the ability to:

1. Apply good safeguarding practice in a way that delivers positive outcomes for children, young people and adults at risk.
2. Support the leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
3. Train and build confidence in others in an accessible way and present training material confidently with a clear and supportive presentation style.
4. Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
5. Be well organised with good eye for detail.
6. Provide written reports and keep case recording up to date and to a high standard

Knowledge/Experience

The successful candidate will be able to demonstrate the following:

1. Good understanding of safeguarding practices within a complex organisation such as the Church of England.
2. Excellent IT skills, including word processing, databases, spreadsheets, graphic and visual presentation skills.
3. Proven experience of effective leading and delivering of training in an accessible way
4. Case worker responsibility in cases involving the protection and safeguarding of children and / or adults.
5. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
6. Experience of working with victims, survivors and perpetrators of abuse.
7. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.

Personal Attributes

The successful candidate will have the following attributes:

1. Excellent inter-personal skills and a strong team player
2. The ability to inspire trust, confidence and commitment.
3. A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
4. The ability to be self-reflexive, welcoming feedback from others.
5. A high level of personal resilience – working effectively in a pressured environment and under scrutiny.
6. A strong commitment to equality and diversity.
7. Passionate about safeguarding as an essential part of the organisation's work
8. A broad sympathy with the aims and objectives of the Church of England.

Education & Qualifications

The successful candidate will have a relevant qualification with extensive experience in safeguarding (e.g. social work, probation, police, health or education)

Additional Information

The post holder:

- Will be expected to work core, flexible hours including occasional evening and weekend working.
- Will be able to travel widely and flexibly in both the rural and the urban parts of the Diocese. A current driving licence is essential unless suitable alternative arrangements can be made
- Will receive professional, supportive supervision which the post-holder will be expected to participate in.

This postholder will be expected to work in the Cathedral Offices for 2-3 days a week and one day a week in the Diocesan Office in central Worcester with some home working possible as agreed with the Director.

The appointment is subject to a satisfactory outcome of a DBS enhanced plus barring check.

The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Worcester we follow and are committed to the Church of England's House of Bishops' Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount. We acknowledge that everyone has a part to play in this, whatever their role.

Safeguarding training level: Up to and including Church of England Leadership core module, with additional Issue-based modules