



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

JOB DESCRIPTION

ASSISTANT DIOCESAN SAFEGUARDING OFFICER

Reporting to:	Head of Safeguarding & Diocesan Safeguarding Officer
Location:	Church House, Threemilestone, Truro, TR4 9NH (home based work location considered but travel to Truro required regularly)
Standard Working Hours:	28 hours per week
Salary:	£28,800-£29,600 pro-rata (based on a full time equivalent salary of £36-37k). Starting salary depending on skills and experience
DBS check required:	Yes, enhanced with barring

Purpose of the Role:

As a member of the Safeguarding Team, this role supports the Diocesan Safeguarding Officer in serving and equipping the Diocese to safeguard young people and vulnerable adults in line with both UK legislation and Church of England requirements & guidance.

Main Activities and Responsibilities

1. Casework

- Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.
- Ensure that the needs of survivors of abuse are always given a strong focus, and identify appropriate support and advice for victims or survivors of abuse, and listen carefully to their accounts.
- Manage a caseload as directed by the DSA, responding to, assessing and managing safeguarding concerns or allegations against church officers in line with Church of England practice guidance (2017).
- Liaise with statutory agencies including the Local Authority Designated Officer, the police, and the probation service on relevant cases.
- Take part in relevant external child or adult protection conferences and internal core group & committee meetings as required.
- Keep and maintain accurate records and files in relation to casework, through our case management software system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings .

2. Safeguarding risk assessments

- Undertake 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. Ensure that these assessments are in line with national guidance.

- Lead on the drawing up and regular review of safeguarding agreements to enable individuals about whom there is a child or adult safeguarding concern to worship whilst protecting children or adults from any potential risk.
- Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child or an adult at risk. This includes non-current allegations of abuse.
- Provide guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves.

3. Safeguarding Support

- Support parishes during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.
- Provide advice and support to diocesan staff, governing bodies etc., parishes and the Cathedral, or as determined by any service contracts, in the implementation of safeguarding policies and case management procedures.
- Feeding back to the safeguarding team, any concerns about general safeguarding practices in order to build a picture of need.
- Build professional and accessible relationships with parish safeguarding coordinators, clergy and church officers on a parish level.

4. Training

- Support the Safeguarding Trainer in delivery the national training framework, including planned or occasional, delivery of safeguarding training to clergy and lay people.

5. Health & Safety

- To oversee the application of health and safety policy and procedure by the operations team and to work with the Head of Church House Operations to ensure ongoing compliance.
- To adhere to the Diocese of Truro Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

6. Safeguarding

- To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with own safeguarding training at the level appropriate to the role.

7. Other

- To deputise for the Diocesan Safeguarding Officer when required.
- To undertake any other duties as relevant and appropriate to the role.
- To undertake relevant training required to best carry out the role

Person specification

ESSENTIAL
QUALIFICATIONS
<ul style="list-style-type: none"> • A relevant professional qualification (for example; social work, health).
EXPERIENCE
<ul style="list-style-type: none"> • Significant safeguarding experience working with children, young people or adults at risk at senior practitioner level or specific safeguarding post. • Keeping and maintaining highly confidential and sensitive records and administration.
SKILLS
<ul style="list-style-type: none"> • Identify and assess key issues in the field of safeguarding children and adults, and analyse complex situations and advise appropriately. • Work constructively, and form effective relationships with a wide range of interested parties • Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues. • Presentation skills. • Effective verbal and written communication skills. • Confident and skilled in dealing with conflict. • Excellent planning and organisational skills including attention to detail. • Confident in, and comfortable, working with new technology
KNOWLEDGE
<ul style="list-style-type: none"> • Knowledge of MSOffice and applications.
PERSONAL QUALITIES
<ul style="list-style-type: none"> • Professional and approachable • A strong commitment to safeguarding as an essential part of the church's work. • Ability to both work on own initiative and be accountable. • Able to contribute to a supportive team dynamic. • Willingness to understand and engage with Church of England and its structures, including the legal framework, and respect for its aims and objectives • Able to work flexible hours, including occasional evening and weekend work as negotiated with the Head of Safeguarding • Ability to travel around the diocese. • Commitment to, and understanding of, equality, diversity and inclusion
DESIRABLE
EXPERIENCE
<ul style="list-style-type: none"> • Experience of safeguarding management in the social work/care, health or similar sector • Assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults. • Child or adult safeguarding in a church/faith context. • Working with victims of abuse.
KNOWLEDGE
<ul style="list-style-type: none"> • Current knowledge of DBS processes and legislation. • Understanding of the mission and ministry of the Church of England and the Diocese of Truro.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Safer recruitment

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.

Organisation chart on the next page



