



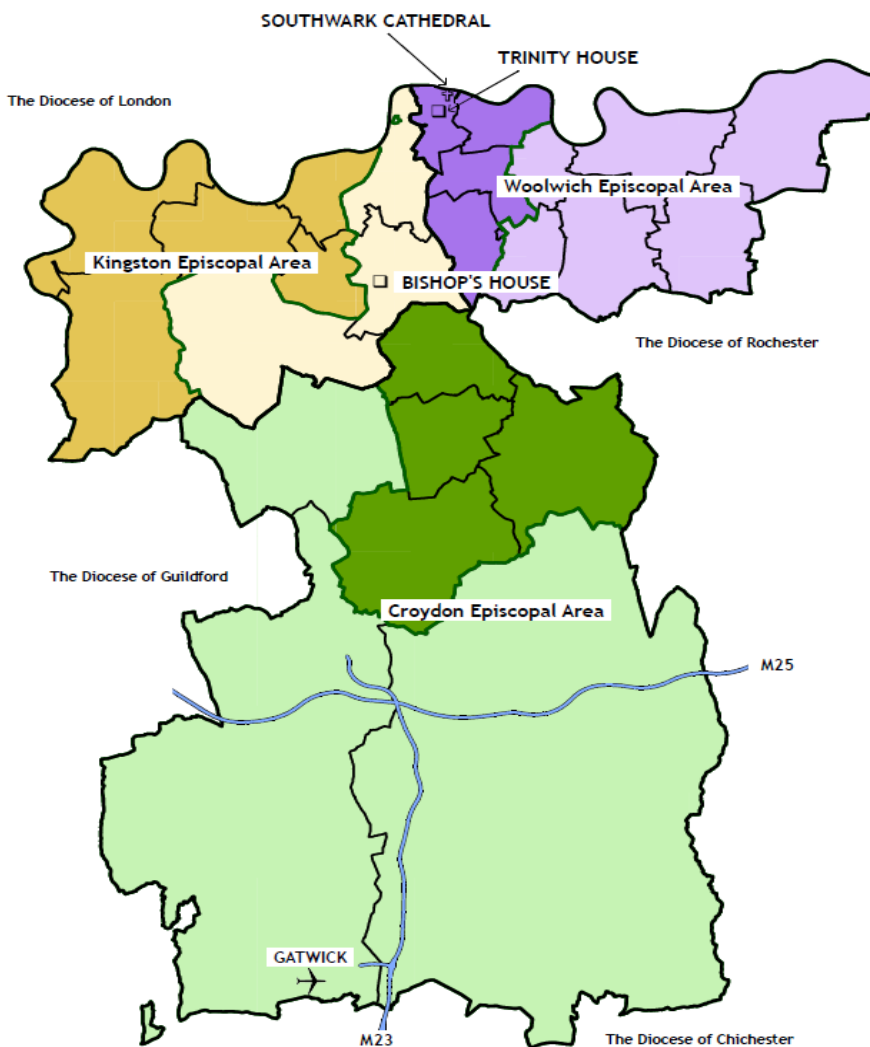
**The Diocese of
Southwark**

Safeguarding Training Coordinator Safeguarding Department

Job Information Pack

Closing date: 02/06/2024

Interviews: June 2024



Our Values

**Effective Stewardship of resources
Respect for all**

**Collaborative Team Working
Transparent Accountability**



The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title:	Safeguarding Training Coordinator
Hours of work:	35 hours per week, Monday to Friday, 9am - 5pm
Location:	Trinity House, Borough High Street
Reporting To:	Diocesan Safeguarding Adviser / Officer
Job Purpose:	Support the Diocesan Safeguarding Team on the effective administration of safeguarding training, content management for the safeguarding webpages and administrative support.
Key relationships:	Diocesan lead advisor for Safeguarding Deputy Diocesan Safeguarding Advisor and Assistant (Diocesan Safeguarding Advisors) DSAs Human Resources team Head of Data Use and Office Process Administration (IT and Data)

Background:

The Diocesan Safeguarding Team supports parishes and senior clergy to safeguard children and adults who may be at risk of abuse and neglect, and those in abusive relationships, through: immediate response to current and past allegations of abuse and harm, in partnership with statutory agencies; safe recruitment, training and support to voluntary and paid workers with children and adults; and creation of safe environments, through implementation of policies and procedures following the national legal and procedural framework for safeguarding children and adults, and Church of England policy and practice guidance.

Main Duties And Responsibilities

- In conjunction with the Diocesan Safeguarding Adviser, facilitate a safeguarding learning and development programme for the diocese aligned with the national church Learning and Development Framework, Church Safeguarding Standards, reflecting the specific safeguarding responsibilities of those in role.
- To administer all lay and clergy safeguarding training run by the Diocese in line with above, in approximately 80 sessions a year. This includes: producing a deadlines document; administers the

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sessions on Zoom / Teams, posting courses on Eventbrite and operating as content manager for publicity on the Diocesan website.

- To administer bookings for training courses; copy course materials and respond to emails and queries on training matters, ensure compliance of work submission required before and after courses.
- Log entry of all course participants onto a database to ensure each person has a personal safeguarding training record, and each parish has a safeguarding training profile.
- Work with the Bishop's office and the Discipleship and Ministry Department to contact licensed and accredited clergy and lay ministers, through mailings and phone calls, to ensure the take-up of safeguarding training required by the Bishop and within the national Training and Development Practice Guidance.
- Proactive and reactive contact through mailings and phone calls with Parish Safeguarding Officers and other church officers to ensure take-up of safeguarding training required by procedures and the national Training and Development framework.
- Monitor and report on take up of online Safeguarding courses.
- Supporting the Diocesan Safeguarding Adviser in growing a pool of volunteer trainers.
- Co-ordinate and liaise with voluntary Safeguarding Trainers to organise training rota, ensure training materials are provided for each session and keep an updated contact list of trainers.
- Engage with Southwark's 16 Local Authorities to establish and promote availability of free interagency training.
- Write regular item on Training for the Safeguarding Newsletter.
- Assist parishes in running Foundation Safeguarding Training Courses, including in the evenings and at weekends.
- Represent the Diocesan Safeguarding Adviser at regional and national trainers' meetings and disseminate the information to the Safeguarding Team and Volunteer trainers.
- Assist the Diocesan Safeguarding Advisor, in consultation with IT and Information and Data Manager, to develop processes for Diocesan wide Training Needs Analysis. This would include administering surveys and questionnaires to understand what additional safeguarding training and information is needed for clergy and church officers to thrive in their roles.
- Maintain Continual Professional Development profiles for the safeguarding team, including signposting and booking suitable training on their behalf.

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General Administrative Support

- Work with IT and Information and Data Manager position to produce reports for the Diocesan Safeguarding Adviser on safeguarding training issues and trends, and annual statistics represented in charts and graphs for inclusion in the annual safeguarding review.
- Produce quarterly reports on training compliance for Archdeacons and the Diocesan Safeguarding Advisory Panel meetings.
- Content managing Safeguarding pages of Diocesan website.
- To ensure cover of the administration and logging of DBS checks within the Diocese when safeguarding administrator is not available/on leave.
- Helping to organise and minute meetings when the safeguarding administrator is not available/on leave.
- Conduct searches of records as requested by Bishop's office for clergy reference letters.
- Review Clergy personnel files for members of clergy coming into or leaving the Diocese, as requested by Bishop's Office, and assisting the Deputy Diocesan Safeguarding Advisor.
- Support the safeguarding team with other tasks and projects as identified by the Safeguarding Administrator or Diocesan Safeguarding Adviser.

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Health and Safety (include any specific requirements relevant to the job)

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Environment Policy

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

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Person Specification

Essential	Desirable
Experience and qualifications	
Computer literacy in Outlook, Word and Excel	Level 3 Award in Training and Development
Capability to in operating Zoom and Teams meetings, including screen sharing and using breakout rooms	Previous experience of DBS administration
Be able to content manage webpages, including the content management of external websites (Eventbrite, Survey Monkey)	Ability to design online surveys
Skilled in publicity and designing documents clearly and attractively	
High level of ICT and database skills, in particular the ability to input data accurately and extract reports as required	
Understanding and assurance of absolute confidentiality in relation to records held in safeguarding files and database	
Skills/Aptitudes	
Have good clear communication skills in spoken and written English, in particular a friendly and sensitive telephone and email manner	Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.
Ability to work unsupervised and project manage specified areas of work, but with discernment to know when to refer to Diocesan Safeguarding Adviser	A proven ability to develop and sustain relationships at all levels both inside and outside the Church.
A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues.	
Character and personal qualities	
Ability to compartmentalise work and yet be flexible	Be in sympathy with the aims and objectives of the Church of England
Ability to plan ahead and anticipate	Understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or adults who may be vulnerable.

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DIOCESE OF SOUTHWARK

Safeguarding Training Coordinator

Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary range of £34,529 dependent on previous experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

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Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

2. Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey

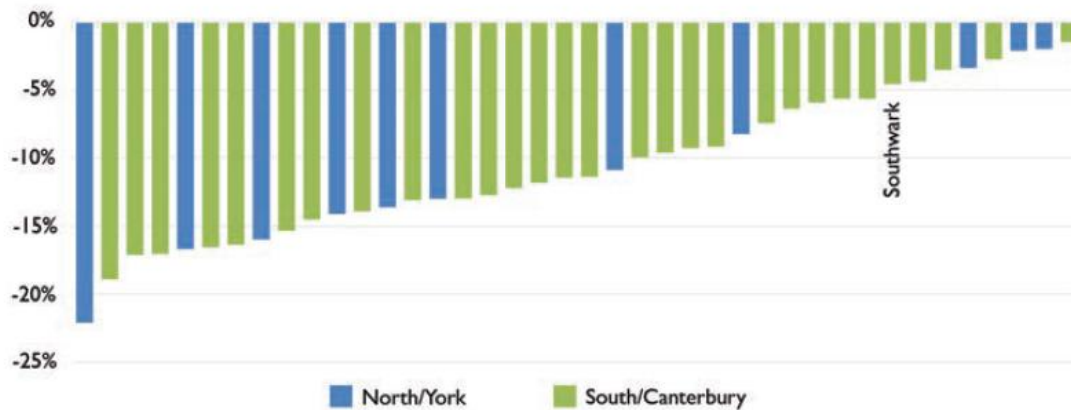


through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaonries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

Trinity House

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



SOUTHWARK VISION 2017 -2025 HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.

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DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.