



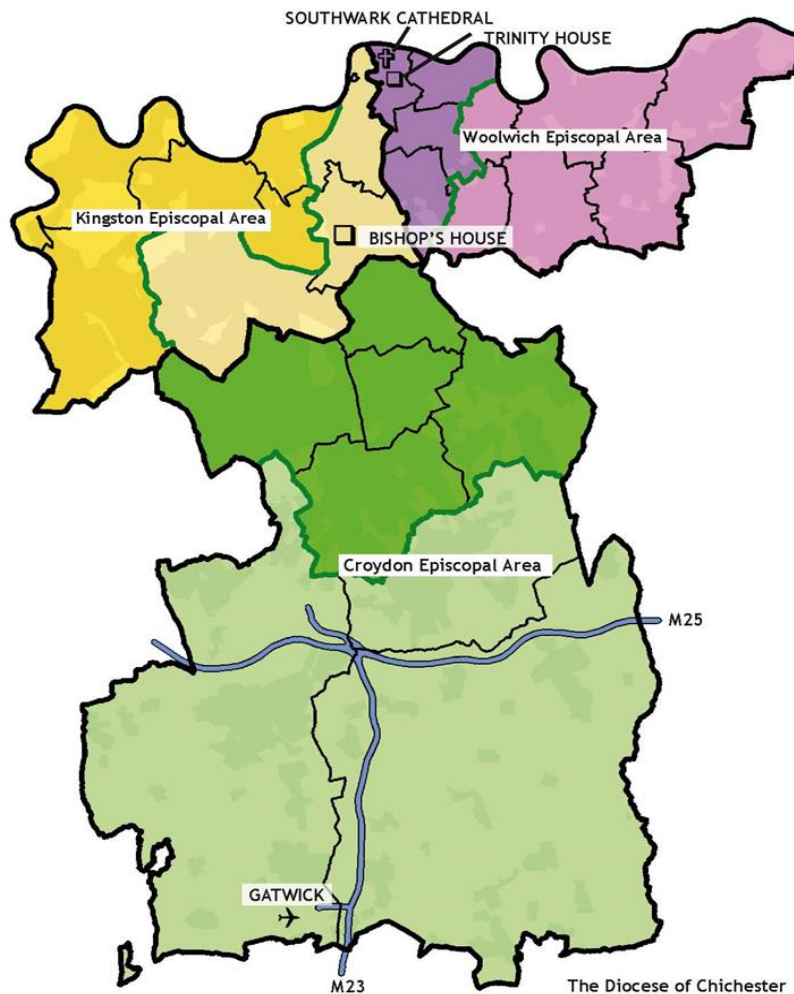
Diocese of Southwark

Deputy Diocesan Safeguarding Adviser

Application pack

Closing date: 11th May

Interviews will take place on 23rd May 2023





The Diocese of Southwark

Diocesan Safeguarding Adviser

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17th April 2023

Dear Applicant

Thank you for your interest in the role of Deputy Diocesan Safeguarding Adviser (DDSA). The successful candidate will be joining a Safeguarding Team that is in one of the largest dioceses, a diocese where there is considerable population movement in the very diverse communities served by our parishes. Our safeguarding adviser resources are being extended with the introduction of this new post into the team. This reinforces our commitment to ensuring that the work that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest safeguarding standards.

This information pack provides an outline of the role, the skills and experience that we are looking for, together with some further background to the post and the Diocese. To apply for the role, please complete the application process through Pathways. Interviews will take place on May 23rd.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you. We particularly welcome applicants from professional backgrounds not currently well represented in the team such as from social services and applicants from UKME/GMH heritage.

Yours sincerely,

Pam Chisholm
Diocesan Safeguarding Adviser

The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Ruth Martin





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:	Deputy Diocesan Safeguarding Adviser (DDSA)
Hours of work:	Full-time (35 hours per week)
Location:	Trinity House, Borough High Street
Reporting To:	Diocesan Safeguarding Adviser (DSA)
Responsible For:	Safeguarding Training Administrator
Other Key relationships:	Chair of DSAP Bishop's Lead for safeguarding Bishop's Chaplain Senior clergy including Archdeacons and Area Bishops Members of the Diocesan Safeguarding Team

Job Purpose:

The Diocese of Southwark is committed to the highest standards of safeguarding, particularly for children and adults in our parishes who may be at risk of abuse or neglect. The role of the Deputy Diocesan Safeguarding Adviser is to work with the DSA to ensure that such standards are maintained, and that we have the appropriate systems for referrals, quality assurance and training that will achieve that.

The post holder will be expected to work with the DSA to:

Oversee the management of cases, to ensure that processes are followed, and the system of core groups is appropriate, and to implement service improvements when required. This will include having some cases to lead.

- Take a leading role in training, including equipping volunteers and consultants for training in parishes locally.
- Develop further systems of quality assurance for effective case management, training, etc.
- To act as deputy for the Diocesan Safeguarding Adviser, including Liaising with the Bishop's Lead for safeguarding and leading colleagues in the department and in relationships with the National team in the absence of the DSA

Detailed Duties

Safeguarding Referrals:

- Ensure that all calls to the Diocesan Safeguarding Team are dealt with professionally and that the advice given is in line with best practice and House of Bishops Practice Guidance.
- Ensure that any follow up calls or activity are progressed in a timely way.
- Ensure that all calls to the Diocesan Safeguarding Team are logged and triaged appropriately.
- Work with the Diocesan Safeguarding Adviser to undertake such service improvement activity as may be required.

Caseload and Case management and support:

Monitor timely progress of all case management activity, ensuring:

- others in the team can be developed further by becoming the lead practitioner in casework, managing their own share of the caseload to the highest standards and will include taking the lead in cathedral matters.
- A sensitive and effective response to safeguarding concerns and/or disclosures of harm, neglect or abuse, that there is appropriate follow through, and case management actions are taken in a timely way and that communications with those who need to know is timely and appropriate.
- that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse.
- Those who pose a risk are appropriately managed and supported in line with House of Bishop's guidance.
- Effective and compliant advice on all safeguarding matters, in line with the law, government guidance and national policy and guidance from the House of Bishops.
- Core groups are convened as required in line with practice guidance so that those responding to allegations of abuse on behalf of the diocese respond well to allegations of abuse.
- Support is in place for those who are victims of abuse and for those against whom allegations of abuse are made.
- All cases are recorded on MyConcern in line with national practice guidance.
- Work with the Diocesan Safeguarding Adviser to undertake such service improvement activity as may be required.
- Act as a single point of contact for Southwark Cathedral Safeguarding officers to support their safeguarding provision.

Quality assurance

- Work with the Diocesan Safeguarding Adviser to establish effective quality assurance systems for case management, the assessment of risk, supporting colleagues in formulating and delivering a mitigation plan and the implementation and management of safeguarding agreements.
- Work with the Diocesan Safeguarding Adviser to ensure the DST is operating in line with the law, government guidance and national practice guidance from the House of Bishops.
- Monitor and analyse monthly Training data to identify and address trends in attendance.

Line management and development

- Provide appropriate line management to the Training Administrator.
- Ensure oversight and responsibility for the training delivery program.
- Ensure a culture of continuous learning and improvement activity with a view to ensuring that the training programme exudes as a culture of excellence.

General

- Form close working relationships with other professional bodies and agencies in order to facilitate the sharing of specialist assistance. To reciprocate with the highest quality of service in the cases that fall within their field of responsibility.
- Ensure that any data sharing is agreed and managed based on an assessment of risk and in line with GDPR, Data Protection and the Information Sharing Framework and the relevant partners information sharing protocols.
- The post holder may be required to undertake any other duties commensurate with the role.

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.

Environmental Policy / Commitment

One of our values is to have effective stewardship of our resources. Southwark Diocese is committed to caring for God's Creation in every way. In working to become an Eco Diocese, we continue to deepen our commitment to the fifth Mark of Mission, and to live our faith in everyday choices and actions. We have a commitment to the our environmental policy https://southwark.anglican.org/wp-content/uploads/2021/07/2021-Eco-Charter_V4_Synod.pdf

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.

Deputy Diocesan Safeguarding Adviser

Person Specification

Essential Education & Qualifications:

- Degree level or equivalent.
- Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.
- The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.

Knowledge/Experience:

- Extensive experience of safeguarding of children and adults.
- Experience of contributing to policy and practice development and implementation.
- Experience of working on and managing cases involving the statutory response to the protection of children/adults.
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults.
- Experience of undertaking statutory case and /or management reviews.
- Experience of developing systems for quality assurance.
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice.
- In-depth knowledge of the statutory framework in relation to safeguarding children and adults.
- Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues.
- Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.
- Experience of contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

Skills/Aptitudes:

- Understanding of the broader safeguarding field including its social and political context.
- Able to ensure that safeguarding knowledge and advice is contextualised and appropriate, and enables others to learn and develop their safeguarding knowledge within the context of their role.
- Able to work in partnership to lead and influence cultural change in a multi-stakeholder environment, instilling confidence and respect.
- Strong but sensitive verbal communications skills and ability to produce clear written records and reports.
- Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk.
- Ability to manage and analyse complex and sensitive information and assess risk.
- Ability to work collaboratively with a range of stakeholders to influence improvements to practice.
- Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.
- Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.

Personal Attributes:

- Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.
- 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.
- In sympathy with the aims of the Church of England.

Desirable Knowledge/Experience:

Some 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.

DIOCESE OF SOUTHWARK

Deputy Diocesan Safeguarding Adviser

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.

Salary

The post has the salary of circa £50,000 per annum dependent on previous experience.

Probation

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

Hours of work

35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

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 per annum. 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.

Pension

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

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period a 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 two month's 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.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

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.

We share a vision for the future in which we will see:

- growing churches, new worshipping communities and new Christians
- deepening discipleship: engaged, prayerful and informed Christians
- growth in vocations to existing and new ministries
- generous giving and prayer supporting all we do
- justice and peace built up, and violence challenged, in our local and global community
- a shared commitment to the integrity of Creation
- a Church for all which reflects our diverse community in membership and leadership, including growth in United Kingdom minority ethnic (UKME) vocations and appointments.

Our Vision is founded on mutual commitment from all who make up the Diocesan family to walk together in the pilgrimage of faith, supporting, encouraging and resourcing each other in our common task.

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

Trinity House and the Area Offices

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.

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.

Safeguarding Team*The Diocese of Southwark is committed to the safeguarding of children, young people and adults and for many years this commitment has been at the heart of our work across the parishes. As a result, we have developed policies, procedures and training at all levels of the Diocese and I commend them to you.*

It is my prayer that the policies and practice followed here in the Diocese of Southwark will help to contribute to making the Church a safe and welcoming place for all.'

Bishop Christopher



SOUTHWARK VISION 2017 -2025

HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.

Diocesan Staff Values

Effective Stewardship of resources
Collaborative Team Working
Respect for all
Transparent Accountability

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.