



Safeguarding Adviser – casework, advice & guidance

Diocese of Newcastle



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Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

Overview

Safeguarding Adviser – caseworker, advice & guidance

25hrs a week which may be worked with some flexibly by agreement

£25,415 (fte £38,123)

We are committed to the highest standards of safeguarding, supporting victims and survivors of abuse; and creating a positive safeguarding culture in every Church and worshipping community in every corner of our diocese.

We are reshaping and building our safeguarding infrastructure and this exciting brand new advisory and support post will support our safeguarding casework, recordkeeping, risk management approaches, offer advice and guidance to our parishes; and support some of our wider safeguarding development projects.

Our new Safeguarding Adviser will help us ensure that the most vulnerable groups in our church communities are protected; will take responsibility for designated casework, and lead the provision of quality and timely advice, guidance and support for our parishes and worshipping communities.

- Championing the highest standards of safeguarding practice, record keeping, advice and guidance, within the Church of England's range of policy and practice guidance and national safeguarding standards.
- Resourcing parishes, working with both clergy and lay people, to give them real confidence in their safeguarding practices.
- Being available for support and advice.
- Having responsibility for designated casework.
- Ensuring the provision of positive and supportive responses to victims and survivors of abuse.
- Ensuring the effective management of risk and the safe participation in Church life of those who pose a risk to children or adults.
- Liaising with statutory bodies as appropriate.
- Reporting to our Diocesan Safeguarding Advisory Panel as appropriate.
- Able to travel across the diocese for specific meetings, and events, and work occasional weekends and evenings.

Overview

About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Working alongside the National Church of England Safeguarding Team, Clergy, Laity, including Parish Safeguarding Officers and Churchwardens, and building will build professional working relationships and networks with our statutory bodies.

Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS

Due to the nature of the post there is a requirement for work to be carried out flexibly including working from home, the Diocesan Office and throughout the Diocese. Some evening and weekend work will be required over the year.

Overview

Accountability and key relationships

- The Safeguarding Director (who will also provide supervision)
- Safeguarding team colleagues
- Bishop of Newcastle, Bishop of Berwick
- The Archdeacon of Northumberland, the Archdeacon of Lindisfarne
- Senior staff of the Diocese and Diocesan Board of Finance
- The Diocesan Safeguarding Advisory Panel
- The Dean of Newcastle and senior cathedral staff
- Those in licenced and authorised ministry
- Deanery and parish safeguarding officers, and volunteer trainers
- Relevant officers in the various statutory safeguarding authorities
- National Safeguarding Team (NST), including the Regional Safeguarding Lead.
- Statutory regional and local partners/bodies and networks.

Reporting to the post holder - there are no direct line reports, but colleagues work with administrative support.

Main purpose	
Diocesan Safeguarding Adviser casework advice & guidance - main duties	<ul style="list-style-type: none"> • To lead on designated casework, and its associated record keeping, to effectively manage safeguarding casework. • To coordinate core and response groups within CofE policy and practice guidance provisions, and statutory allegations management processes. • Linking with statutory bodies, in particular with appropriate LADOs and adult social care teams, the police, and probation/offender management etc • Triaging safeguarding calls and enquiries from churches and individuals who are concerned about the welfare of a child or vulnerable adult. • Furthering, developing and maintaining excellent working relationships with parishes. Developing key relationships with clergy and Parish Safeguarding Officers. • Following up any new or renewals of Offender/Worship Agreements to ensure that these are effectively working, and regularly updated and reviewed. • To link and liaise with HR advice wherever casework falls within the scope of employment law provisions in addition to safeguarding requirements. • Reporting as appropriate to the Diocesan Safeguarding Advisory Panel. • To support and collaborate with the Safeguarding Adviser for training and learning as appropriate. • To support, and collaborate with Cathedral Safeguarding colleagues, • To ensure that victims and survivors of abuse are supported through appropriate casework /trauma informed, value driven approaches. • To support occasional out of office contact arrangements. • To take opportunities for supporting the safeguarding team and wider diocese in developing innovative and creative ways of embedding safeguarding, and the national church safeguarding standards, across the diocese.

Professional Development

- To be an active member of appropriate national and regional Church safeguarding networks
- To remain up to date with national current practice and research and to undertake all national Church of England required training and awareness raising events, at regional and national levels.
- (Professional supervision for this post will be provided by the Director; in addition there will be opportunities for cpd at national, regional and local levels).

Key Criteria	Essential
Qualifications & Training	<ul style="list-style-type: none"> • Relevant safeguarding significant senior qualification/experience (e.g. social work, health, police etc.) with current or recent registration where applicable. • Relevant up to date training in child or adult protection with ability to demonstrate transferrable knowledge across sectors and client groups.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of safeguarding children and adults, and where this involves statutory responses and multi agency working (with statutory and non statutory agencies). • Experience of working with victims and survivors of abuse. • Experience of undertaking research and preparing reports, analysing data and drawing out complex issues into accessible information for others. • Experience in supporting and implementing change in practice in safeguarding. • Experience in communicating safeguarding to non safeguarding professionals in ways which encourage learning, build capacity and confidence. • Experience of being able to work with conflict, anticipate it and seek to resolve it. • Experience of working under pressure remaining calm, with a pragmatic and problem solving positive approach.
Personal Competencies	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills - written, oral and presentational. • Able to balance competing priorities. • Able to inspire trust and confidence. • Emotionally intelligent, with a good understanding of self (including understanding how personal history, life experience and characteristics inform understanding of, and response to, safeguarding situations). • Experience of having written safeguarding reports on specific children or adults and/or having conducted safeguarding risk assessments. • Ability to maintain the highest levels of confidentiality. • Able to identify and challenge poor practice.

	<ul style="list-style-type: none"> • A proven ability to develop and sustain relationships with internal and external partners and ability to network efficiently. • Able to identify and recognise the limits of own authority within this role, and know where and when to ask for help and advice.
General	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office/IT applications. • Able to maintain and manage good quality record keeping. • Able to use own initiative to prioritise workload to ensure that tasks are completed in an efficient and timely manner. • Work with flexibility and agility. • Able to analyse complex situations and advise appropriately. • Have empathy with the mission of the Church of England and be able to demonstrate behaviours consistent with the Diocesan values of being generous, engaged and open. • Own transport or ability to travel throughout the diocese. • Be able to be flexible and be prepared to work outside normal office hours, on occasion, according to the needs of the service and willing to work at other office locations as required. • Be able to challenge discriminatory attitudes, statements and behaviour. • Be a visible team player, able to work on own initiative where this is required, and committed and able to working collaboratively. • Be friendly and approachable in ways which generate and encourage confidence and support. • Be of good humour with a cheerful and can do approach.
Desirable	<ul style="list-style-type: none"> • Able to articulate awareness of working within a volunteering culture which engages both employees and volunteers • Detailed knowledge of national church safeguarding policies; • An understanding of the culture of the Church of England.

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, customers 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.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

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Closing date for applications – Thursday 23rd January 2025 9am.

For an application form (no CVs) and wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan email: info@newcastle.anglican.org

Interview date – First week of February details to be confirmed at the Newcastle diocesan offices.