

Job Title	Diocesan Safeguarding Adviser
Reports to	Casework Manager
Team	Safeguarding Team
Department	Safeguarding
Location	London Diocesan House, Pimlico
Contract type	
Job Grade	F
Requirement	Enhanced DBS

Job Purpose	Work as a team to support the Diocese of London in safeguarding children, young people and vulnerable adults in line with both UK legislation and House of Bishops Guidance. Responds well to safeguarding allegations and concerns, management of risk and making the church a safer place in line with the Church of England National Safeguarding Standards.
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About the London Diocese Fund (LDF) and the Diocese of London	The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.
	The LDF is the employment body and the central team that serves and supports the Diocese of London.

Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Values: <i>Creative, Together, Thriving, Respectful</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
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Safeguarding Statement	The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
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Equality, Diversity, and Inclusion Statement	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
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Job Scope

Direct and indirect reports	N/A
Budget responsibilities	N/A
Revenue responsibilities	N/A
Key Relationships	<ul style="list-style-type: none">• Church officers and staff including (but not limited to) Bishop, Archdeacon, Parish Safeguarding Officers• Statutory authorities including (but not limited to) Local Authority Designated Officers, Probation Officers, Police Offender Managers• Colleagues in other Diocese's to share good practice and share information relating to risk.• External providers (ie Jill Webb Associates Training and 31:8 out of hors provider)

Job Responsibilities**Casework**

- Respond to concerns and allegations of harm, working with statutory agencies; and protection of those who work with children and vulnerable adults in line of the House of Bishops Guidance.
- Acting as a contact point for those in church and statutory agencies, provide advice on all safeguarding matters, ensuring the DST is operating in line with the law, government guidance and national practice guidance from the House of Bishops. Ensure that safeguarding procedures are carried out throughout the process, with appropriate liaison with statutory agencies.
- Ensure appropriate support for alleged victims and their families and respondents and their families, throughout an investigation and thereafter.
- Maintain practices standards in all case work, ensuring five key principles underpin all adult safeguarding work, human rights and have due regard to mental capacity and acting in the best interests of those in need of support. Supporting practice and policy development around case management safeguarding processes.
- Work with individuals who come to our attention to ensure appropriate risk assessment and risk management plans to set boundaries within a church setting; for those who are convicted of an offence, or where there are continuing unresolved concerns regarding risks to others.
- Work with statutory agencies, including attending appropriate strategy meetings, case conferences as arranged by statutory agencies or requested by the Casework Manager or Head of Safeguarding.
- Ensure that referrals to the DBS for barring from work with children or vulnerable adults and reports to the Charities Commission are submitted in line with statutory guidance.
- Ensure that the Bishop of London, area Bishop, Archdeacon and Head of Safeguarding and Case Work Manager are always informed when an allegation of abuse is made against a church officer. To manage case work within legal parameters and in line with the House of Bishops Guidelines.

General

- Provide professional safeguarding advice and undertake pro-active relationship management to ensure parishes and worshipping communities are aware of their responsibilities in relation to safeguarding children and adults who may be at risk of abuse or neglect; to keep them abreast of policy and practice developments.

- Under the direction of the Safer Churches Programme Manager to undertake strategic safeguarding projects and improvement work including policies and projects in line with identified business needs and operational plans. Developing initiatives to support the effective implementation across your designated area in order to ensure excellent safeguarding practices across the Diocese.
- Understand and implement, where necessary, information sharing protocols.
- Assess risk and advise on safer recruitment with the use of the Disclosure and Barring Service.

Training and Professional Development

- Deliver where required training including bespoke inputs when gaps are identified and the Parish Safeguarding Officer Induction package.
- Undertake as appropriate continuing training and professional development in the safeguarding field.

Qualifications, experience, knowledge, skills, and other requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
A social work qualification recognised by the Health and Care Professional Council, or a similar qualification in a related area/profession, or experience.	X	
Specific training in a variety of aspects of child or adult safeguarding.	X	
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.	X	
Experience of a fast-paced environment with ability to be flexible and adaptable to changing priorities and the ability to manage your own time/priorities.	X	
<i>Knowledge and skills</i>		
Knowledge of Safeguarding adults and children policy, procedures and legislation and experience of child and/or adult safeguarding work as a practitioner.	X	
Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.	X	
Practitioner experience of working with perpetrators of any form of abuse.	X	
Knowledge and experience of recognition of risk, risk assessment and risk management and the ability to contribute in multi-agency risk meetings. Knowledge of processes such as MAPPA, MARAC and PREVENT.	X	

Excellent listening and communication skills and strong verbal communications skills and ability to produce clear written records and reports.	X	
Have exceptional people skills and the ability to build positive partnerships and relationships with key stakeholders.	X	
Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk.	X	
Other requirements		
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		X
In sympathy with the aims of the Church of England.	X	
Right to work in the UK	X	

Person Specification – Competencies and Behaviours	
Focus on Self	Performs all duties in a safe manner and sets appropriate personal boundaries
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
Focus on Others	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Utilises facts, knowledge and experience to support recommendations; respectfully provides own point of view and works to understand the perspectives of others
Focus on Team	Recognises performance matters that need to be addressed and constructively works towards resolution, assists others for continual development and success
	Identifies and follows safe work practices and takes action to address hazards, near misses and incidents
	Understands, takes actions to address and supports other in safeguarding and safer churches policy and procedure
Focus on Service	Develops a positive relationship with people based on empathy, respect, generosity, and fairness; keeps people informed of progress and seeks feedback in service provision
	Plans and coordinates allocated activities; prioritises own work activities on a regular basis to achieve set service delivery goals
	Actively seeks out input from others and shares own ideas to achieve best outcomes; makes sound, timely decisions leading to effective service delivery
	Completes tasks within requirements; takes responsibility and is accountable for own actions in line with LDF policies and procedures
Aligns with organisation	Finds and checks information needed to complete own work tasks; identifies and informs supervisor of issues that may impact on completion of tasks
	Actively contributes to improvements and innovations; actively participates in reviews of policies, programs, practices and services

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.