

# Diocesan Safeguarding Case Worker

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JUBILEE HOUSE  
Diocese of Southwell & Nottingham



## VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

## ROLE PROFILE

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage. This role will serve and equip the Diocese to live out this vision safely.

The role is to assist the Diocesan Safeguarding Team to triage, assess and investigate all safeguarding allegations and concerns, this will require appropriate referrals to statutory authorities and providing advice and support to churches within the diocese. The role has a particular focus on supporting those with lived experience of trauma, survivors and victims of abuse.



## TERMS OF EMPLOYMENT

Title	Diocesan Safeguarding Case Worker
Reports to	Diocesan Safeguarding Officer
Location	Jubilee House Southwell, with travel as required throughout the diocese and beyond
Working hours	35 hrs/week
Salary	£41,371 to £44,548 (depending on skills and experience)
Contract	18 month fixed term
Pension contribution	Employer contribution of 10%
Annual leave	25 days + bank holidays and 5 company-wide discretionary days

## KEY RELATIONSHIPS

The post holder is an employee of the Diocesan Board of Finance (DBF) and will report to the Diocesan Safeguarding Officer (DSO).

### **Internal and external relationships include:**

Bishop's office and staff team, Diocesan staff and senior leaders, the Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP), those in licenced and authorised ministry, Clergy, Church Officers and Parish Safeguarding Officers (PSO), Statutory services such as social care, LADO, probation and police, Personnel from other dioceses, Service users (including survivors, victims and complainants) and National Safeguarding Team including Regional Safeguarding Lead.

## MAIN ACTIVITIES AND RESPONSIBILITIES

- Undertake safeguarding casework on behalf of the Diocesan Safeguarding Team (DST) to ensure all case work undertaken by the DST is in accordance with the House of Bishop safeguarding policy and guidance and attend safeguarding meetings as necessary.
- Provide professional safeguarding advice and support.
- Work as directed by the DSO with statutory agencies and other organisations in safeguarding cases connected to the diocese or parishes, to ensure that an appropriate and coordinated response is made to those who have suffered abuse or have perpetrated abuse.
- To take the lead role in assessing Blemished DBS applications and assessments of risk.
- Give advice, information and support to victim/survivors of abuse and identify any need for support, bringing to the attention of the DSO any gaps in provision and to work with the ADSO in establishing a resource bank of support for survivors.
- To lead with the development and implementation of a Survivor Strategy to encourage engagement and support.
- To work alongside the Safeguarding Trainer in the provision of safeguarding training in line with national policy to ensure that all those working as church officers are suitably trained.
- Assist the DSO and the ADSO to provide information and guidance to contribute to the effective work of the Diocesan Safeguarding Advisory Panel [DSAP], developing and maintaining a good working relationship with the Independent Chair.
- Give advice, information and support to PCCs and parish safeguarding officers on the implementation of House of Bishop's safeguarding policy and practice guidance.
- To promote the highest standards of safeguarding practice and bring to the attention of the DSO where there are disputes and non-compliance.
- Ensure that all records are kept accurately, securely and in line with National Policy.
- Work collaboratively with the National Safeguarding Team and attend national / regional events and activities, as agreed with the DSO.

## PERSON SPECIFICATION

### QUALIFICATIONS

#### Essential

- Degree level qualification or equivalent
- Relevant professional qualification (e.g. social care, criminal justice), with registration where applicable
- Safeguarding training at Level 3 or above (children and/or adults) with transferable knowledge
- Full driving licence and access to a car for business use

### KNOWLEDGE & EXPERIENCE

#### Essential

- Experience of safeguarding children and/or adults
- Experience of applying safeguarding legislation, guidance and best practice
- Knowledge of statutory safeguarding frameworks for children and adults
- Experience of safeguarding risk assessment and risk management
- Experience of working with victims/survivors of abuse, including adults with mental health needs
- Experience of managing allegations against people in positions of trust
- Experience of effective multi agency working with statutory and voluntary organisations
- Experience of contributing to policy and practice development

#### Desirable

- Understanding of Church of England structures
- Experience of working with the Church and/or other faith groups
- Experience of producing newsletters or stakeholder communications

### SKILLS & APTITUDES

#### Essential

- Ability to manage and analyse complex and sensitive information
- Ability to assess risk proportionately
- Strong verbal communication skills and ability to produce clear written records and reports
- Ability to work sensitively with survivors, respondents and those who may pose a risk
- Ability to work collaboratively with a wide range of stakeholders
- Ability to contribute to safeguarding training delivery
- Understanding of safeguarding in its wider social and political context and an appreciation of the Christian faith

## PERSONAL QUALITIES

### Essential

- Commitment to the highest standards of safeguarding practice
- Survivor focused and trauma informed approach
- Ability to build and sustain effective professional relationships
- Confidence working with senior leaders and external safeguarding professionals
- High standards of confidentiality and professional integrity
- Willingness and ability to work flexibly, including outside normal office hours when required
- Sympathy with the aims and values of the Church of England

### Desirable

- Understanding of the importance of a customer service approach





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