Job Description:
**Diocesan Safeguarding
Trainer**

**Job Purpose:**

Ensure the Diocese maintains the highest standards of training delivery by working closely with the Diocesan Safeguarding Officer (DSO) and Assistant Diocesan Safeguarding Officer (ADSO) in the development, design and delivery of the diocesan safeguarding training in line with the Church of England policy, procedures and standards.

**Accountabilities:**In conjunction with the DSO and ADSO, develop, design and deliver an appropriate and high-quality programme of safeguarding training for all licensed, authorised and other identified accountable roles within the Diocese in line with the Church of England and Diocesan policy, procedures and standards.

Conduct all administration in relation to training events such as invitations, registers and follow up.

Develop a good understanding of existing diocesan training provision for office holders, employees and volunteers and others and develop a good understanding of Church of England training guidelines and standards.

Work with the Safeguarding team to develop the Safeguarding Training Needs Analysis and Training Plan.

Attend and contribute to Safeguarding Executive Committee meetings, provide feedback and stats to the group.

Take the lead on the delivery of training, particularly to clergy and lay people in licensed and authorised ministries, commissioning training to wider groups where required.

Ensure that basic and foundation safeguarding training is accessible to all, such training is often provided, though not exclusively through on-line training. Work with the Safeguarding Administrator to ensure trainees are encouraged to use on-line training and supported in accessing online training.

Work with colleagues to identify need and refer individuals to training. It is particularly essential that that those undertaking and supporting voluntary activity in parishes which will bring them into contact with children or adults who may be vulnerable are trained in basic awareness and foundation levels.

Ensure the Parish Safeguarding Officers are trained and kept up to date with relevant information. Contribute to the Safeguarding Newsletter and other methods of communication to maintain information flow.

Where Parish Safeguarding Officers will be providing low level safeguarding training to those in the parish, provide support sessions as appropriate. Provide and update safeguarding training materials for use by the parishes.

In conjunction with the DSO and ADSO to undertake continual evaluation, review and monitoring of the training programme and other training materials so that they are kept up to date with new legislation, guidelines and best practice in safeguarding.

Assistant Diocesan Safeguarding Officer

**Diocesan Safeguarding Trainer**

Develop and maintain close working relationships with the national and local safeguarding networks in order that the diocesan safeguarding training is up to date and in line with new legislation, policy requirements and best practice

Proactively develop collaborative working and link with relevant diocesan personnel, for example, those responsible for children’s work, youth work, clergy and lay workers and clergy HR as well with colleagues in other dioceses and the national Church.

Attend national and regional briefings and training sessions provided through the Church of England, where appropriate to assist with the development and improvement of safeguarding practice for the Diocese.

To maintain an up-to-date safeguarding webpage, ensure all course details and changes are reflected promptly. Monitor for any updates to safeguarding legislation or best practices.

Take a proactive approach in own continuous professional and personal development ensuring own safeguarding knowledge and technical competency remains up to date by embracing learning opportunities.

Undertake other tasks as may reasonably be required.

**Special Features**

Some flexible working is required e.g. travel around the diocese and some occasional work in the evenings and at weekends.

Due to the nature of the role there is requirement for the use of own vehicle and a clean driving licence.

**DBS**
An enhanced DBS check will be required

There is no Occupational requirement for the successful applicant to be a Christian.

**Organisation Chart**

Diocesan Safeguarding Officer

**Qualifications & Experience**

|  |  |  |
| --- | --- | --- |
| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)** |  | Train the trainer QualificationA professional qualification or equivalent in a relevant field such as social work, education, health, police, children’s/youth work or a training qualification |
| **Type of Experience required** | Experience of arranging, facilitating and delivering face to face and online trainingExperience of working or volunteering in a safeguarding roleExperience of responding to queries and problem solvingExperience of communicating with a range of stakeholders including senior leadersExperience of managing a diverse range of opinions and challenging effectively to support learning Experience of working with individuals who have experienced trauma and/or abuse  | Experience of contributing to a training strategyExperience of working in the voluntary sector |

**Competencies**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| Excellent interpersonal and communication skills – written and verbalAbility to network and build effective working relationships Good knowledge of current safeguarding policy and practiceKnowledge of general IT systems and applications including spreadsheets, word processing and data bases. Excellent administrative skills with the ability to work accurately and with attention to detail Ability to work on their own initiative and collaboratively A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguardingAbility to adapt training delivery to different learning styles and needs.Ability to identify and respond to safeguarding concerns.Understanding of the importance of safer recruitment practices. | Some knowledge of the Church of England structures, safeguarding policies and practicesSkills in conflict resolution and managing challenging situations |