THE CHURCH OF ENGLAND
Diocese of Chester

Person Specification - Deputy Diocesan Safeguarding Officer

Attributes	Essential	Desirable
Qualifications and Training	• Relevant professional qualification or equivalent training and experience (i.e. social work safeguarding, probation, police). • Relevant professional registration where applicable.	• Degree level or above. • 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 and Experience	• Extensive experience of effectively managing a challenging workload relating to safeguarding of children and adults; • Experience of working with or in a statutory agency; • Experience of managing complex safeguarding risk and undertaking risk assessments; • Experience of supervising or managing professional staff; • Experience of delivering training; • Experience and knowledge of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults; • Experience of undertaking case reviews. • In-depth knowledge of the statutory framework, legislation and best practice in relation to safeguarding children and adults;	• Some understanding of Church of England structures and experience of working with the Church or other faith groups or community or charity organisations in respect of safeguarding children and/or vulnerable adults. • Experience of working with volunteers.

	• 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 communications and engagement with a range of stakeholders. • Professional understanding of record keeping, confidentiality and GDPR.	
Skills and abilities	• Ability to assess risk, analyse complex and sensitive information and make sound, defensible safeguarding decisions; • Excellent verbal communications skills; • 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 work collaboratively with a range of stakeholders to influence improvements to practice; • Demonstrable ability to be part of and contribute to a wider team; • Ability to support and develop staff; • Ability to deliver safeguarding training; • Ability to manage a diverse workload; • Fully competent in IT skills, proficient in Microsoft 365 applications and to be able to store electronic records safely and securely.	
Personal Qualities	• Approachable, reliable and professionally empathetic in demeanour;	• Evidence of continued learning

	• Demonstrates integrity, sound judgement and professional credibility; • Resilient, flexible and able to work under pressure in a challenging environment; • Reflective, collaborative and demonstrates supportive leadership style and an encouraging team player; • Committed to diversity, inclusion and racial justice; • Sympathetic with the aims and values of the Church of England;	
General	• Willingness to actively engage in reflective supervision; • Willingness to undertake appropriate training as required; • Full driving licence and access to a vehicle and willingness to travel to various locations in the Diocese and occasionally beyond; • Able to work flexibly including some evenings and weekends.	

November 2026