

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Assistant Diocesan Safeguarding Adviser
Department:	Diocesan Safeguarding Team
Reports to:	Safeguarding Director
Contract type	Permanent
Hours	22.5 hours per week (0.6)
Key working relationships:	Diocesan Safeguarding team members Diocesan Clergy Parish Safeguarding Officers The Diocesan Bishop and Bishop's staff Statutory agencies; including the police, probation, adult social services, Local Authority Designated Officer (LADO), Children's Social care
Place of work	The person appointed will be based between the Hove and Chichester Cathedral offices with the option to apply to use the diocesan remote working policy for part of the week.

1. Main purpose of job

1.1. To work with colleagues in the Diocesan Safeguarding Team (DST) to manage safeguarding casework and promote best safeguarding practice across the Diocese of Chichester, ensuring that all safeguarding casework is managed according to the Church of England's Safeguarding Code of Practice, alongside the Sussex Child Protection and Safeguarding Adults Procedures and statutory guidance such as 'Working Together to Safeguard Children'.

2. Principal duties

These duties are linked to the following national Safeguarding Standards:

- *2: Prevention*
- *3: Recognising, assessing and managing risk*
- *4: Victims and Survivors*
- *5: Learning, supervision and support*

- 2.1.** To support colleagues in the Diocese and parishes to help them understand their safeguarding duties regarding children, young people and vulnerable adults and to offer support and advice when concerns arise.
- 2.2.** To manage safeguarding cases in line with the relevant Church of England Code of Practice, working with statutory agencies, DST colleagues, parish personnel, and senior church officers within the Diocese and Diocesan Board of Finance, as required.
- 2.3.** To work closely with statutory agencies such as the Police, Children and Adult Services, the Probation Service and other agencies, including attending strategy meetings and case conferences to manage case referrals effectively.
- 2.4.** To create and keep accurate and timely case records of concerns, activity and decisions utilising the National Safeguarding Case Management System and ensure adherence to information management policies including GDPR and the Data Protection legislation.
- 2.5.** To complete the day-to-day administration of safeguarding casework ensuring accurate record-keeping, effective case management and compliance with best practices.
- 2.6.** To maintain personal safeguarding training requirements as set out in the Church of England's Code or Practice.
- 2.7.** To participate in the wider activities of the Diocesan Safeguarding Team, including training, quality-assurance and attendance at regional and national safeguarding events.

3. General responsibilities

- 3.1.** The post holder will comply with all standards, policies and procedures set by the Diocesan Board of Finance and Chichester Cathedral including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2.** The post holder is required to:
 - 3.2.1. support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
 - 3.2.2. keep up to date with developments in their area of work;
 - 3.2.3. participate in performance management processes;
 - 3.2.4. To engage in training and continuous professional development activities.
- 3.3.** The post holder will be required to travel across the Diocese of Chichester.

- 3.4.** The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5.** The Chichester Diocesan Board of Finance are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6.** This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Terms and conditions

Hours of work: 22.5 hours per week

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at £24,913 per annum (pro-rata FTE £41,522 pa).

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Place of work: The post is based at Church House, Hove. The post holder also has the option to apply to use the diocesan remote working policy to work from home for part of the week.

Travel and evening work: The post will involve travelling around the Diocese of Chichester and some occasional evening work and work at weekends.

Annual leave: A 0.6 pro-rata entitlement of 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Educated to degree level or equivalent		√
	A relevant professional qualification or the equivalent experience in social care or criminal justice with current professional registration if applicable	√	
Knowledge and Experience	Significant operational experience of safeguarding casework in cases involving the protection and safeguarding of children and / or vulnerable adults	√	
	Experience of at least some of this experience gained in the statutory safeguarding agencies		√
	Experience of managing or influencing the development of good safeguarding practice and healthy safeguarding cultures.	√	
	Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding	√	
	Experience of working with victims, survivors and perpetrators of abuse	√	
	Experience of working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.	√	

	Knowledge and understanding of the structure and culture of the Church of England		√
Criteria		Essential	Desirable
Skills and Abilities	Working knowledge of MS Office 365 suite	√	
	Ability to apply good safeguarding practice in a way that delivers positive outcomes for children and adults	√	
	Able to transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context	√	
	Ability to manage, support and coach others in the implementation of good safeguarding practice and health safeguarding cultures.	√	
	Ability to communicate clearly and effectively, engaging with diverse stakeholders with authenticity and expertise.	√	
	Ability to maintain the highest standards of confidentiality and to work sensitively with those affected by safeguarding issues	√	
	Able to quality assure safeguarding practice	√	
	Ability to develop effective new ways of working for the organisation	√	
	Able to understand and navigate the complexity of working in a large organisation	√	

		Essential	Desirable
Personal Qualities	Can inspire trust, confidence and commitment	√	
	A strong value base and commitment to doing the right thing	√	
	A good self-understanding: understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations	√	
	The ability to be self-reflective; welcoming feedback from others	√	
	A high level of personal resilience-working effectively in a pressured environment and under scrutiny	√	
	A strong commitment to equality and diversity	√	
	Sympathy with the aims and objectives of the Church of England	√	

Review Date: March 2026

Signature of Line Manager:

Signature of Employee:

Next Review Date: March 2027