



Assistant Diocesan Safeguarding Officer

Safeguarding Team

£39,000 - £41,000

Full-Time (35 hours per week)

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 42 areas, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York and Hull; towns such as Middlesbrough and Selby; rural areas including the North Yorkshire Moors National Park; and the incomparable Yorkshire coast. We are a family of clergy, churches, parishes and schools, led and guided by the Archbishop of York, Stephen Cottrell.

Together, we strive to be a people who are “Living Christ’s Story”. We are developing and delivering strategic programmes focused on our goals: *Becoming* more like Christ; *Reaching* those we currently don’t; *Growing* churches of missionary disciples; and *Transforming* our finances and structures. We want to be a simpler, bolder, humbler church, which in its diversity reflects the communities it serves.

Our mission and ministry relies on thousands of people - lay and ordained, volunteer and paid. Our diocesan teams provide a wide range of support services, including teams who support the development of our mission and ministry; our Education Team working closely with Church schools; and our support functions such as Safeguarding, Property, Finance, and Communications.

Safeguarding in the Diocese of York

As we work together towards achieving our common vision, our commitment to a positive safeguarding culture - so that all our churches and worshipping communities can be places which are safe for everybody as well as being places of welcome - is a key priority. Our Safeguarding Team plays a vital role in delivering on this commitment.

In seeking to be open and welcoming, we recognise that within congregations a wide range of individuals may include those who have been victims of abuse, or indeed those who have perpetrated abuse against others.

Although part of the Church of England, each church is under the governance of a local Parochial Church Council (PCC) and is legally a separate charity. The Diocese of York provides resources aimed at supporting, serving, and overseeing the mission and ministry of these churches.

The pace of change in safeguarding in the Church of England context is high. The Church is working hard to create new safeguarding structures that address past failures and ensure future confidence in safeguarding arrangements and decisions. We have also seen an increase in the volume and complexity of safeguarding casework as a result of increased awareness through training and communication channels.

The Opportunity

Following our recent [INEQE Audit](#), and in recognition of the increased levels of proactive engagement with the parishes, we wish to expand our provision. We are looking for an experienced and enthusiastic safeguarding professional to join our team. Reporting to our Head of Safeguarding, and working alongside the existing Assistant Diocesan Safeguarding Officer, in a team which also includes dedicated training and administrative resource, you will play an important role in supporting parishes to respond well to safeguarding concerns and to promote good safeguarding practice across the Diocese.

As well as handling your own caseload – providing advice, attending safeguarding case management groups (SCMG) and so on - you will help the wider work of building on good practice and further developing our safeguarding culture. As part of the team, you may be asked to contribute to the delivery of safeguarding training as part of our structured programme for staff, clergy, and volunteers.

This is a full-time post, with options available around flexible / hybrid working. You will principally work from our large, open-plan main office at Clifton Moor on the north side of York, where we provide free parking, although the role involves travel around the diocese. Due to the nature of our work, much of which is with volunteers, there is a requirement for the postholder to work flexibly, including in evenings and at weekends, for which time off in lieu is provided.

We are a values-led organisation, reflecting our Christian ethos, and encourage engagement and collaboration. Our benefits include a generous pension scheme and support for employee wellbeing; but most importantly we offer the opportunity to play a part in an organisation at the heart of spiritual and community life in the region.

To be successful, you will bring professional knowledge of safeguarding legislation and regulations and experience of dealing with casework issues in this or a related field. You will be able to work with complex information and solve problems; provide clear, practical advice and guidance; and to work confidently with highly sensitive issues. You will have strong interpersonal skills and be able to coach and mentor people from a range of backgrounds. You will have empathy with the Christian faith, and be able to work effectively within a Church of England setting.

Job Description

Safeguarding Practice

- Provide advice, information, guidance, and direction where there are concerns about children and young people and adults where there are welfare concerns or where there may be a risk.
- Appropriately identify concerns that constitute a safeguarding concern, and ensure they are responded to in accordance with House of Bishops' Safeguarding Guidance, Safeguarding Code of Practice, and other statutory guidelines.
- Undertake risk assessments with individuals who are part of / seeking to be part of church and church related activities, who may pose a risk to others / self. Assessments to be effective in preventing further harm and are informed by national training and tools, including offering relevant support to those persons involved.

- Where needed, in order to manage risk, implement a Church Safety Plan with agreed review points that reflect the assessed risk level.
- Review existing risk assessments and safety plans, as required, with those known to be a risk to children, young people and / or vulnerable adults.
- Provide advice to PCCs on the possibility of employment or redeployment of those with convictions or continuing unresolved concerns regarding harm to a child or adult.
- Ensure that allegations of abuse are appropriately referred to the statutory authorities.
- Provide appropriate advice and support to survivors and victims of abuse.
- Attend strategy meetings and case conferences as requested by statutory agencies. At times this will include preparing parish personnel for such meetings and attending with them or on their behalf.
- Support parishes during a child / adult protection or safeguarding enquiry and afterwards. This may include ensuring support is provided for others in the parish who may be affected by such an enquiry, for example volunteers or other leaders.
- Ensure at all times that appropriate and accurate records are maintained, suitable for admission in legal proceedings.
- Offer support to the Diocesan Safeguarding Trainer to help provide mentoring and support to volunteer trainers, link and support workers and where required assist with the delivery of the Diocesan safeguarding training programme.
- Support the Head of Safeguarding to coordinate an annual audit of Parish safeguarding arrangements, utilising a variety of platforms to capture and interpret audited information.
- Develop their own knowledge and skills in safeguarding through ongoing networking and personal training.
- Prepare progress reports for the Operational and Strategic Safeguarding groups with regards to casework, training and the overall work of the Safeguarding Team.

Networking and Professional Development

- Build strong, professional relationships with Diocesan and Minster staff, relevant members of deaneries and parishes, the Provincial Safeguarding Adviser, the National Safeguarding Team and with statutory agencies.
- Promote good safeguarding practice and contribute to the effective communication with parishes of new safeguarding resources and changes to local and national policy and practice guidance.
- Participate in professional supervision and continuing professional development.

General

- The post-holder will play an important role in being a first point of contact for anyone with safeguarding issues, and as such will need to demonstrate the ability to relate to people across the

whole social spectrum and to put people at their ease, and demonstrate the ability to show pastoral sensitivity and tact where appropriate.

- The post holder will have a strong background in assessing and managing risk posed by individuals, particularly in relation to risk posed to children, young people and vulnerable adults
- This role requires collaborative contact with all relevant statutory agencies, relevant Church bodies, and any other safeguarding partnerships in their locality, which enables risk to be appropriately assessed and managed.
- When reporting abuse, victims and survivors are heard, understood, respected, taken seriously, genuinely cared for, and met with belief and the response to safeguarding disclosures is victim and survivor-centred and trauma-informed. The requirements set out in the “Responding Well to Victims and Survivors of Abuse” House of Bishops’ Guidance are fulfilled when working with those disclosing concerns.
- This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.
- To attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- To participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- To model a collaborative and professional approach to the role.
- To work in a confidential and sensitive manner at all times.
- To encourage good relationships with immediate colleagues, other staff and external contacts.
- To undertake such other duties as reasonably requested.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and / or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Person Specification

Essential

1. Previous experience of managing cases involving the statutory response to the protection of children and/or vulnerable adults.
2. Relevant professional qualification/registration or equivalent, up-to-date knowledge, and trained to level 4 in child and/or adult protection.
3. Proven ability in a casework role, including ability to investigate issues, manage cases, and keep detailed records.
4. A strong background in assessing and managing risk posed by individuals, particularly in relation to risk posed to children, young people, and vulnerable adults. Consideration of

assessing risk specific to the individual and risk within that individual being part of an activity or group / congregation of people.

5. Strong written communications skills, including the ability to provide clear written guidance, and to write reports.
6. Strong verbal communication skills and interpersonal skills, including the ability to give clear advice in person and by phone, and to work well with a wide range of people.
7. High level of professionalism with the ability to demonstrate discretion in dealing with sensitive and confidential issues.
8. Ability to understand and respond to the needs of victims and survivors of abuse whilst coordinating the provision of appropriate support where required.
9. Proven ability to develop and maintain administrative systems relating to planning events, managing bookings and record keeping.
10. Ability to work with quality assurance processes.
11. Good IT skills, including Word, Excel, PowerPoint, Outlook, and Microsoft Teams.
12. Good networking skills, and an ability to work effectively with internal and external partners including statutory agencies including Police, Probation, and Social Care.
13. Self-motivated and well-organised; able to work to a high standard with minimum supervision, and use initiative to solve problems.
14. Empathy with the Christian faith, and able to work effectively within a Church of England context.

Desirable

15. Ability to deliver/assist with the delivery of high quality and engaging training in accordance with the current Safeguarding Learning and Development Framework from the National Safeguarding Team.
16. Experience of working in or with faith based and/or volunteer dependent organisations.
17. Understanding of Church of England culture and structures.

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate. Own transport would be an advantage.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of Safeguarding
DBS Disclosure	An enhanced DBS check is required for this post
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan office at Clifton Moor, York
Hours	The post is full-time, 35 hours per week The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England
Salary	An appointment will be made at Grade 4. Starting salary will be around £39-41k, depending on experience.
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.

Non-contractual Benefits

Employee Benefits	We provide free parking, and non-contractual benefits currently offered include eye care vouchers and a cycle to work scheme.
Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Wellbeing	We provide a comprehensive Employee Assistance Programme. Our Diocesan Adviser in Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and / or mediation if required.

