**JOB DESCRIPTION**

**Diocesan Objectives**

*Canterbury Diocese is committed to 3 key overriding objectives of*

* *Growth both spiritual and numerical;*
* *Reimagining ministry and*
* *Building strategic partnerships with our communities*

*The diocesan structure is built around frameworks which focus on these key objectives and from time to time strategic priorities are set for this purpose. Through our structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ*

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| **Name** |  |
| **Job Title** | **Safeguarding Trainer** |
| **Grade** | **7 £30, 197 per annum pro rata** |
| **Contract** | **Permanent Part Time: 21 Hours per week** |
| **Reports to** | **DSA responsible for Safeguarding Training** |

**Job Summary**

To lead the development, implementation and delivery of safeguarding training throughout the Diocese and Canterbury Cathedral

**Job Location**

Diocesan House, Lady Woottons Green, Canterbury

Diocese and Cathedral Safeguarding Executive Group / Advisory Panel

Diocesan Secretary

DSA

Paul Brightwell

DSA

Fiona Coombs

**Safeguarding Trainer**

Safeguarding Administrator

Safeguarding Training Event Support

Event & Training Team

**Main Duties**

**Training and Development**

* To lead the implementation and delivery of the National Learning and Development Framework within the diocese of Canterbury and Canterbury Cathedral, including delivering training for licenced clergy and lay readers and lay leaders.
* To ensure that all safeguarding training is relevant to the church context, of high quality and up-to-date in terms of legislation, policy and research.
* To recruit, train, monitor and support Diocesan and Cathedral approved trainers to deliver training to lay leaders in parishes and staff in Canterbury Cathedral (i.e. chaperones and volunteers), in accordance with the national framework.
* To review and monitor training modules, ensuring all training is delivered to a high and consistent standard and evaluated in terms of its impact on practice.
* To respond to and, where appropriate and approved, develop and deliver bespoke training to parishes, Canterbury Cathedral and other key groups to help support their understanding of safeguarding.
* Liaise with the diocese administration / hospitality team regarding room bookings, room set up and oversee the production of training materials and any other tasks associated with the delivery of training
* Liaise with the Cathedral and Bishops office to ensure all mandatory training is in place before licencing clergy

**Other tasks**

* To establish effective working relationships and partnerships with safeguarding professional and external agencies.
* To develop effective working partnerships with church leaders and volunteers to promote safeguarding across the Diocese and Cathedral.
* To establish effective internal working relationships with Diocesan House and Cathedral departments.
* To work alongside the DSA’s / Cathedral Safeguarding Adviser and the Safeguarding Administration team to support Parishes and the Cathedral in their role e.g. twice yearly newsletter, mailing out relevant information; and providing opportunities for networking and updating through annual conference.
* To attend and report toSEG and DSAP .
* To attend regional DSA and National briefings and training provided by Church of England.
* To maintain own training to ensure that knowledge remains up to date.
* To work collaboratively with the Safeguarding Trainer for Rochester Diocese and to provide appropriate coverage for holiday and other periods of absence as necessary and as mutually agreed on a reciprocal basis.

**Contact with others**

**Internal:**

*DSAs and Safeguarding Administration Team*

*Diocesan Secretary*

*Relevant officers from Canterbury Cathedral*

*Bishop`s Office and Bishop`s Chaplain*

*Hospitality and Office Manager*

*ICT Manager*

*All other departments requiring information regarding DBS*

**External:**

*Parish Disclosure Officers*

*Clergy as appropriate*

*DBS*

**Person Specification**

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| **Qualifications/Education required** | * Educated to degree level
* Excellent understanding of child and adult protection issues

*Desirable* • A professional qualification in education and / or safeguarding or social care fieldAn awareness of the impact of theology on the church and its organisation. • An understanding and awareness of Church structures  |
| **Skills required** | * Excellent training and presentation skills
* Able to manage relationships through listening, influencing, negotiating, collaborating and liaising
* Written skills, including letters, reports, proposals, policies
* IT skills
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| **Experience required** | * Previous experience in a safeguarding environment
* Previous experience of running and developing training courses
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| **Competencies** | * Personal effectiveness
* Team working
* Listening
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| **Aptitudes & personal qualities required** |

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| * Commitment to the mission of the Church of England and ability to subscribe to the ethos of the Diocese of Canterbury and values of the Christian church.
* A practical understanding of the structures of the Church of England

*Desirable*  |

* Engagement with the life of the Church
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| **Circumstances** |

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| * Travel within the diocese
* Travel to national church events
* Driving licence or other means of transport is needed
* Ability to attend some evening and weekend meetings – ability to occasionally deliver training in the evening and at weekends
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| **Agreed by job holder** |  |
| **Date** |  |
| **Authorised by** |  |
| **Date** |  |
| **Review date** |  |

***Diversity***

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

* values difference in others and respects the dignity and worth of each individual
* reflects the diversity of the nation that the Church of England exists to serve
* fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**If required by the post, the Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.**

**The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.**

**The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.**

*The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*