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**JOB TITLE:** Diocesan Safeguarding Training Officer

**EMPLOYER:**  Peterborough Diocesan Board of Finance

**DEPARTMENT:** Safeguarding

**LINE MANAGER:** Victoria Kellett – Diocesan Safeguarding Officer

**CONTRACT TYPE:** Permanent full-time (35 hours). Evening work expected

**JOB PURPOSE**

The Diocesan Safeguarding Training Officer will be a key member of the Safeguarding Team ensuring that the Diocese of Peterborough continues to be a safe place to live, worship and work. They will coordinate and deliver safeguarding training, both in-person and on-line, to people within the Diocese required to attend because they are working with children or vulnerable groups, ensuring that all training is delivered to a high standard. They will develop and implement processes that measure and assure the quality of the training provision. The post holder will ensure that the Diocese maintains the highest standards of training delivery, working closely with the Diocese Safeguarding Officer (DSO) in the development, design and delivery of the Diocesan Safeguarding Learning Programme.

**ABOUT THE DIOCESE OF PETERBOROUGH AND THE PETERBOROUGH DIOCESAN BOARD OF FINANCE**

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e., the area of the present-day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917,000

The Peterborough Diocesan Board of Finance is the central team that supports the Diocese of Peterborough. Our main office is based in the grounds of Peterborough Cathedral, and we have another at the Lakes, Northampton. The Diocesan Safeguarding Team is going through an exciting period of development and this role offers an opportunity to shape the future approach to safeguarding training across the Diocese.

**JOB RESPONSIBILITES**

1. In conjunction with the DSO, develop, design and deliver a continuous high-quality programme of safeguarding learning and development for all licensed, authorised and other identified accountable roles within the Diocese in line with the Church of England, National Safeguarding Team (NST) and Diocesan policy, procedures and standards. This will include delivering of sessions online as well as in-person.
2. Manage all administration in relation to training events via the National Safeguarding Training portal such as invitations, registers, pre and post course submissions, reviews and feedback. Ensure that the relevant databases are updated to record training achievements and monitor/predict demand.
3. Develop a good understanding of existing Diocesan learning and development provision for office holders, employees, volunteers and others, and develop a working knowledge of Church of England NST training guidelines and standards.
4. Produce the Safeguarding Learning and Development Needs Analysis and Development Plan for the Diocese along with statistical data to support the ongoing training programme.
5. Take the lead on the delivery of the safeguarding learning and development training programme, particularly to clergy and lay people in licensed and authorised ministries, commissioning training to wider groups where required.
6. Working with the safeguarding administrator to ensure that basic and foundation safeguarding training is visible and accessible to all, providing additional support and alternative provisions to those who are not online in their day-to-day life.
7. Create and maintain relationships with Parish, Benefice and Cathedral Safeguarding Officers, Church Wardens and other volunteers who are active in key roles in the parishes. To identify their safeguarding learning and development needs to signpost them to the appropriate training pathway and deliver some of the courses.
8. Provide ‘Train the Trainer’ sessions to parish volunteers. Quality assure delivery and provide feedback and signposting where appropriate.
9. In conjunction with the DSO, undertake continual evaluation, review and monitoring of the learning and development programme and other training materials so that they are kept compliant with new legislation, guidelines and best practice in safeguarding.
10. Proactively develop and maintain collaborative working and link with relevant diocesan personnel, e.g. those responsible for children’s work, youth work, clergy and lay workers and as well with colleagues in other dioceses and the NST.
11. Attend national and regional briefings and training days provided through the Church of England NST. Work in partnership with the National Church of England Safeguarding Team and its Training and Development Manager to form a programme of training for the Diocese that meets the requirements of their Learning and Development Practice Guidance.
12. Maintain accurate records of safeguarding activities on the MyConcerns database in accordance with recording protocols and good practice guidance.
13. Commit to continuous professional development and undertake training, as applicable, to maintain an up-to-date understanding of National and Local Safeguarding policy and best practice. Share and apply this knowledge across the team and Diocese.
14. Engage in professional supervision, which we provide, as part of our commitment to staff welfare.
15. Provide cover for other staff in the Safeguarding team as necessary.
16. Ensure that the principles of GDPR, confidentiality, health and safety and safeguarding are adhered to in all aspects of work.
17. Work collaboratively with the Safeguarding team and wider colleagues and undertake other such duties, commensurate with the role, that may be required by the Diocesan Safeguarding Officer or other senior staff.
18. Contribute to the work of the Diocesan Safeguarding Advisory Panel: Give advice, information and support to Parochial Church Councils (PCCs) and Parish Safeguarding Officers (PSOs) on the implementation of the safeguarding training guidance, where appropriate, challenging PCCs and PSOs on what they have done to implement that guidance.
19. Work collaboratively with the Safeguarding team and wider colleagues and undertake other such duties, commensurate with the role, that may be required by the Diocesan Safeguarding Officer or other senior staff.

**PERSON SPECIFICATION: QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED**

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| **QUALIFICATIONS** | **Essential** | **Desirable** |
| Relevant training qualification or equivalent | **X** |  |
| English and Math GCSE (or equivalent) at grade C (level 5) or above. | **X** |  |
| Qualifications related to safeguarding children and adults |  | **X** |
| **KNOWLEDGE AND EXPERIENCE** | **Essential** | **Desirable** |
| Experience of working in a statutory environment (health, social care, education, probation etc.) or a faith-based organisation. | **X** |  |
| Experience of working within a training environment, organising, delivering and co-ordinating training. | **X** |  |
| Knowledge and understanding of safeguarding procedures in relation to children and adults at risk. | **X** |  |
| Experience of developing training content in response to needs and in line with best practice. |  | **X** |
| Experience of reviewing and quality assuring course content and delivery. |  | **X** |
| Proficiency in the Microsoft Office Suite, including SharePoint, and competency in using case file databases. | **X** |  |
| Experience of working in an environment with confidentiality and GDPR considerations. | **X** |  |
| Knowledge of the structure and mission of the Church of England. |  | **X** |

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| **SKILLS AND APTITUDES** | **Essential** | **Desirable** |
| Excellent written and oral communication skills including competence in public speaking, with the ability to adapt to a range of audiences and learning styles. | **X** |  |
| Ability to plan and prioritise work and work independently. | **X** |  |
| Knowledge of legal frameworks relating to safeguarding. |  | **X** |
| Ability to work sensitively with survivors who may disclose concerns during the training process. | **X** |  |
| Ability to establish and maintain appropriate boundaries, including appropriate confidentiality. | **X** |  |
| Strong verbal communication skills. | **X** |  |
| Ability to build good working relationships at all levels. | **X** |  |
| Strong organisation skills with the ability to adapt to a challenging workload. | **X** |  |
| The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain working relationships. Recognise one’s own feelings and those of others and manage emotions effectively. | **X** |  |

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| **PERSONAL ATTRIBUTES** | **Essential** | **Desirable** |
| Able to work under own initiative with the flexibility and adaptability and remain calm and efficient when under pressure. | **X** |  |
| High levels of enthusiasm and self-motivation with a willingness to challenge stereotyping, prejudice, discrimination and bias. | **X** |  |
| A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues. | **X** |  |
| Able to represent the team and the Diocese in a professional way with honesty and integrity in line with expected standards of good conduct. | **X** |  |
| Able to work unsupervised and collaboratively as part of a team. | **X** |  |
| Recognises the impact of their own actions and behaviours upon others; demonstrates emotional intelligence. | **X** |  |
| Ability to effectively utilise professional supervision. | **X** |  |
| Performs all duties in a safe manner, ensuring the safety and well-being of self and others. | **X** |  |
| Must be comfortable working in a Church environment and empathic to the values of the Church of England. | **X** |  |
| Ability to learn quickly, have an enquiring mind, and provide a solution focused approach to problem solving. | **X** |  |

**OTHER DETAILS**

**Hours:** 35 hours per week worked over 5 days with a 60-minute unpaid lunch break The normal Safeguarding Team hours are 08.30 to 16:30 Monday to Friday: However, there is an expectation of evening work for the delivery of training sessions; there is flexibility as to how the work hours are worked over the week, ensuring that there is a mixture of evening hours and core team working hours covered in the 35 hour week. Attendance at other evening and occasional weekend training or meetings is also required.

**Place of work:** The main place of work will either be The Diocesan Office, The Palace, Peterborough, PE1 1YB or the Diocesan Office, Bouverie Court, The Lakes, Northampton NN4 7YD.  The role holder will be required to attend other parts of the Diocese regularly as part of their role. Use of a personal vehicle with business use insurance is required. Hybrid working is supported.

**Renumeration:**

* Salary: £34,000
* Pension:10% employer non-contributory pension
* Annual Leave: 25 days per year plus Public Holidays and Christmas / New Year closure. This raises to 30 days after 10 years-service.
* A Diocesan commitment to professional development and growth.

**Probationary Period:** Employment is subject to a six-month probationary period.

**DBS:** The Diocese of Peterborough is committed to safeguarding and promoting the welfare of children and young people. Staff are subject to an enhanced Disclosure and Barring Service check.

Closing date for applications 24th June 2025

Date of interviews 10th July 2025

For further information please contact Victoria Kellett, Diocesan Safeguarding Officer on [Victoria.kellett@peterborough-diocese.org.uk](mailto:Victoria.kellett@peterborough-diocese.org.uk)