

## JOB DESCRIPTION

# ASSISTANT DIOCESAN SAFEGUARDING OFFICER - CATHEDRAL

**Reporting to:** Diocesan Safeguarding Officer

**Location:** Old Cathedral School, Truro, TR1 2FQ (some home working permitted but travel to Truro required regularly)

**Hours:** 21 hours per week (with possible option to increase to 28 after 6 months)

**Salary:** £21,509 to £22,800 per annum pro-rata (£35,848 to £38,000 FTE).

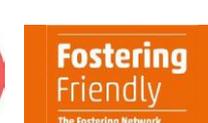
**Purpose of the role:** As a member of the Diocesan Safeguarding Team, this role supports the Diocesan Safeguarding Team in serving and equipping the Cathedral to safeguard young people and vulnerable adults in line with both UK legislation and Church of England requirements & guidance.

**DBS check required?** Yes, enhanced with barring

## Key responsibilities

### 1. Casework

- Manage a caseload as directed by the Diocesan Safeguarding Officer/ Deputy Diocesan Safeguarding Officer DSO/DDSO, responding to, assessing and managing safeguarding concerns or allegations against church officers in line with Church of England practice guidance including concerns relating to Safeguarding culture.
- Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.
- Ensure that the needs of survivors of abuse are always given a strong voice and identify appropriate support and advice for victims or survivors of abuse.
- Liaise with statutory agencies including the Local Authority Designated Officer, Police, Social Care and the Probation Service on relevant cases.
- Take part in relevant external child or adult protection conferences and internal Safeguarding case management group & committee meetings as required.



- Keep and maintain accurate records and files in relation to casework, through our case management software system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.

## 2. Safeguarding risk assessments

- Assist with risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or vulnerable people, where they have convictions for offences against children or adults or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance.
- Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child or an adult at risk. This includes non-current allegations of abuse.

## 3. Safeguarding Support

- To act as the designated Cathedral Safeguarding Advisor and initial Point of Contact for Cathedral Staff and volunteers.
- Support the Cathedral during a child or adult Safeguarding enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.
- Provide advice and support to Cathedral and Diocesan Staff, Chapter or as determined by any service contracts, in the implementation of safeguarding policies and case management procedures.
- Feeding back to the safeguarding team, any concerns about general safeguarding practices within the life of the Cathedral to build a picture of need.
- Build professional and positive working relationships with The Dean, Cathedral Clergy, Chief Operating Officer (COO), Team Managers, Officers, Staff, and Volunteers.

## 4. Training and Governance

- Support the Safeguarding Trainer in the oversight, delivery and compliance of the National and Local training framework, including planned or occasional, delivery of safeguarding training to clergy and Volunteers. Including reviewing and updating the parish Dashboard and other evaluation systems as required

## 5. Health & Safety

- Follow the application of health and safety policy and procedure and to work with the Chief Operating Officer and Head of Church House Operations to ensure

ongoing compliance.

- To adhere to the Diocese of Truro and Truro Cathedral Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

## 6. Safeguarding

- To adhere to the Diocese of Truro's and Truro Cathedral Safeguarding policy and procedures as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with CPD and Safeguarding training at the level appropriate to the role.

## 7. Other

- To undertake any other duties as relevant and appropriate to the role.
- To undertake relevant training required to best carry out the role.

*This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.*

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Significant safeguarding experience working with children, young people or adults at risk at practitioner level or specific safeguarding post.</p> <p>Keeping and maintaining highly confidential and sensitive records and administration.</p>	<p>Experience of safeguarding casework in the social work/care, health or the criminal justice system or similar sector.</p> <p>Assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults.</p> <p>Child or adult safeguarding in a church/faith context.</p> <p>Working with victims of abuse.</p>
<b>Knowledge</b>	<p>Knowledge of MS Office and applications.</p>	<p>Current knowledge of DBS processes and legislation.</p> <p>Understanding of the mission and ministry of the Church of England and the Diocese of Truro.</p>
<b>Skills</b>	<p>Excellent planning and organisational skills including attention to detail.</p> <p>Able to work constructively and form effective relationships with a wide range of interested parties.</p> <p>Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.</p> <p>Effective facilitation and presentation skills.</p>	

	<b>Essential</b>	<b>Desirable</b>
	<p>Excellent verbal and written communication skills.</p> <p>Confident and skilled in dealing with conflict.</p> <p>Able to identify and assess key issues in the field of safeguarding children and adults and analyse complex situations and advise appropriately.</p> <p>Confident in, and comfortable with, working with IT and new technology.</p> <p>Ability to both work on own initiative and as part of the wider Safeguarding team.</p> <p>Able to contribute to a supportive team dynamic.</p>	
<b>Personal Qualities</b>	<p>Professional and approachable.</p> <p>Willingness to understand and engage with the Church of England and its structures, including the legal framework, and respect for its aims and objectives.</p> <p>Able to work flexible hours, including occasional evening and weekend work as negotiated with the Head of Safeguarding.</p> <p>Ability to travel around the diocese.</p> <p>Commitment to, and understanding of, equality, diversity, and inclusion.</p>	

## **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, stakeholders and other persons with whom we deal 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.

### **Safer recruitment**

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.