

**DIOCESE OF EXETER
JOB DESCRIPTION AND PERSON SPECIFICATION**

***Growing in Prayer
Making new disciples
Serving the people of Devon with joy***

Job Title	Assistant Diocesan Safeguarding Advisor - Part time (Actual hours 21.75 hours per week/0.6 FTE)
Department	Safeguarding and HR
Salary	Actual salary £16,800 (£28,000 FTE)
Reporting to: Managed by: Professional Supervision by: Accountable to:	Diocese Safeguarding Advisor Diocese Safeguarding Advisor TBA Diocesan Head of HR
Key Relationships	Diocesan Head of HR Chair of the Diocesan Safeguarding Management Group Diocesan Safeguarding Advisor Statutory Agencies Bishop of Exeter and his Senior Staff National Safeguarding Team Diocese
Normal place of work	The Palace Gatehouse, Exeter, with the expectation of travel throughout the county of Devon (including Plymouth and Torbay) and possibility of remote working arrangements by agreement.
Date of issue	April 2018

Overall Purpose of Post

The Assistant Diocesan Safeguarding Advisor will support the work of the Diocesan Safeguarding Advisor, providing additional support for case work, the development and embedding of good practice across the Diocese, and take a lead role in planning and delivering of safeguarding training.



Responsibilities and Accountabilities

General duties

- Actively support parishes to ensure they are aware and understand their safeguarding responsibilities in relation to children, young people and vulnerable adults;
- Provide support in relation to the interpretation and implementation of Diocesan safeguarding policies and procedures to ensure consistency of application and quality assurance;
- Support the Diocesan Safeguarding Adviser in advising the Bishop, Suffragan Bishop and Archdeacons on procedures to be followed in the event of an allegation of abuse being made against an office holder within the Diocese.
- Support safe recruitment activity (paid employees and volunteers), and in particular advising the Bishops and their staff on the assessment of risk where Disclosure and Barring Service certificates are blemished;
- Promote the role of the Church in safeguarding with statutory and voluntary agencies across the three local authorities.

Case work

- Provide advice guidance and support to colleagues (church, employed and laity) in response to concerns raised about children, young people or adults who may be at risk or where safeguarding concerns have been expressed;
- Respond to allegations of abuse, contributing to the 'core group' response, liaising with the Diocesan communications team and other statutory or non-statutory bodies as appropriate;
- Undertake work associated with offenders who wish to worship in the Diocese, ensuring appropriate risk assessments are carried out and written agreements put in place, managed and reviewed;
- Conduct safeguarding risk assessments, putting in place strategies and agreements to actively manage and evaluate any actual or potential risks identified;
- Work with Children and Adult Services, Police, the National Offender Management Service and others statutory and non-statutory bodies and agencies as necessary, including attending strategy meetings and case conferences, to actively manage case referrals;
- Ensure appropriate levels of support for alleged victims and their families, alleged perpetrators and their families, congregations or other affected parties, are put into place periods of investigation and as appropriate thereafter;
- Provide advice and guidance to parishes on the implementation of safeguarding policies and procedures;
- Work with the Diocesan Safeguarding Advisor to ensure accurate and timely management information and data is collected to enable regular reporting;
- Maintain appropriate records

Training

- Support the delivery of a programme of safeguarding training to clergy and laity in accordance with the National Safeguarding Training Programme and Diocesan Safeguarding Training strategy;
- Contribute to the review, evaluation and development of safeguarding training materials.



Professional development

- Develop and maintain knowledge of national and local safeguarding policies and procedures;
- Engage in continuing training and professional development;

Generic Responsibilities for all DBF employees

1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To be familiar at all times with the organisations equal opportunities policy statement
4	All employees who are involved in the processing or handling of manual and computer data have an obligation to comply with the terms of both the Data Protection Act 1998 and the organisation's data protection policy.
5	To undertake other duties as may reasonably be expected



PERSON SPECIFICATION

Attributes	Essential (E) Desirable (D)
Qualifications and Training <ul style="list-style-type: none"> Professional qualification relevant to safeguarding, e.g., social care, health, police, education or probation. 	E
Knowledge and experience <ul style="list-style-type: none"> Significant experience of having worked in a safeguarding environment with responsibility for casework and risk assessments, ability to develop and implement risk mitigation strategies or similar interventions; Able to contribute to the review and development of safeguarding policies and procedures; In depth knowledge of the regulatory framework relating to safeguarding and the protection of children, young people and vulnerable adults; Experience of providing advice and guidance to a range of professional and non-professional partners and stakeholders; Ability to communicate with a 'non-technical audience', ensuring understanding of safeguarding protocols, policies and procedures. Proven training and presentation skills Experience in relation to management of adult offenders 	E E E E E E E D
Personal competencies <ul style="list-style-type: none"> Strong personal commitment to safeguarding; Able to build strong, collaborative partnerships across a diverse range of groups; Empathic, able to build rapport and gain trust and confidence of others; Evidence of having provided sensitive support and engagement with individuals experiencing personal trauma and crisis; Able to identify and apply appropriate interventions and support; Able to exercise sound judgement and decision making; 	E E E E E E



<ul style="list-style-type: none"> • Able to challenge constructively to help steer culture and operational change; 	E
<ul style="list-style-type: none"> • Able to work on own initiative and be accountable; 	E
<ul style="list-style-type: none"> • Committed to personal and professional development; 	E
General <ul style="list-style-type: none"> • Able to work flexibly including evenings and Weekends 	E
<ul style="list-style-type: none"> • Competent user of relevant IT systems (Word, Excel) 	E
<ul style="list-style-type: none"> • Willingness to travel to meetings and possession of full driving licence and use of own car for work purposes 	E
<ul style="list-style-type: none"> • An empathy with the mission and ministry of the Church of England 	E
<ul style="list-style-type: none"> • Understanding of the safeguarding structures within the Church of England or similar organizations or contexts. 	E

