

Job Description

Job Title: Assistant Diocesan Safeguarding Advisor **Department:** Safeguarding

Post Reporting To

First Reporting Manager's Job Title: **Diocesan Safeguarding Officer**

Job Purpose

 - Summary of why job exists

To assist the Diocesan Safeguarding Officer in supporting the diocese in the development of its safeguarding arrangements, good practice, policy and training. To assist in ensuring that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse.

To assist in ensuring those that pose a risk are appropriately supported and managed. To assist in advising the diocese on all safeguarding matters and ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team.

Dimensions

 - e.g. size of budget controlled, number of staff managed, project responsibilities

No budget or staff to manage
Responsibility for organising training

Accountabilities

Principal responsibilities, activities and required results which are **permanent** features of the job and specific to the jobholder, who is held accountable for their execution and delivery. Express in terms of input (e.g. undertake, advise, control, etc.), object and output. List in order of importance and indicate where possible frequency they occur (daily, weekly etc.) and percentage of whole job.

- Provide, or coordinate the provision of, training on safeguarding matters.
- Give advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance.
- Assist with safeguarding casework on behalf of the diocese and ensure all work is recorded in line with the House of Bishops safeguarding policy and guidance.
- Support the DSO in offering the Diocese's Professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishops safeguarding policy and guidance. To promote good practice.

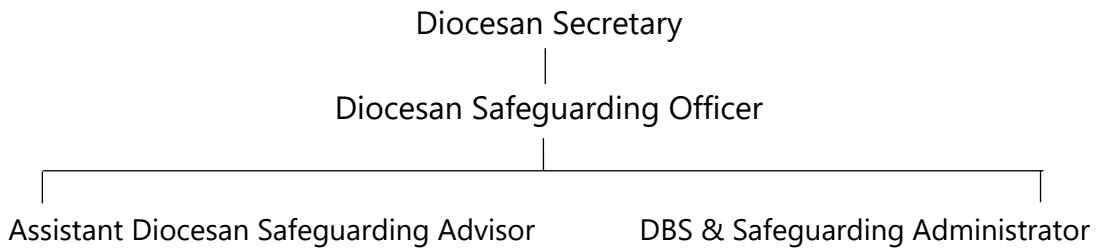
- Work with the DSO to co-operate with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- Give advice and guidance to the Bishop and other church officers on safeguarding matters in the DSO's absence. To assist with reporting to the Bishop's senior staff team and other diocesan bodies on the progress of safeguarding arrangements.
- Give advice, information and support to victim/ survivors of abuse in the DSO's absence and ensure the diocese responds well to those who have suffered abuse.
- To support the undertaking and commissioning of risk assessments.
- Assist with the implementation of the policy and practice guidance issued by the House of Bishops.
- Contribute to the work of the Diocesan safeguarding Working Group.
- Ensure that records are kept and are accessible, accurate, securely held and able to be analysed.
- Work collaboratively with the National Safeguarding Team and attend national events.
- Engage in professional supervision and continued professional development.
- Implement, or coordinate the implementation of the current House of Bishop's Safer Recruitment Policy, including the efficient and effective operation of the diocesan DBS checking process.

DBS

Given the nature of the role an enhanced DBS check is required.

Organisation Chart

- showing post above, peers and direct reports



Agreed: Job Holder:

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Agreed: Line Manager:

.....

Date:

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Person Specification

Job Title: Assistant Diocesan Safeguarding Advisor **Department:** Safeguarding

Qualifications & Experience

Qualifications or specific experience *required to do the job.*

AREA	ESSENTIAL	DESIRABLE
Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)	<p>Relevant professional qualification or equivalent (For example, social care or criminal justice), with current professional registration where applicable.</p> <p>The equivalent of level 3 or above training accreditation in child or adult protection with the ability to demonstrate transferable knowledge across client groups.</p>	
Type of Experience required	<p>Experience of safeguarding children and adults.</p> <p>Experience of contributing to policy and practice guidance development and implementation.</p> <p>Experience of working on cases involving the statutory response to the protection of children / adults and / or management reviews</p> <p>Experience of applying policies legislation, procedures and good practice in relation to the safeguarding and protection of children and adults.</p> <p>Understanding of statutory risk assessments.</p> <p>Working knowledge of the statutory frame work in relation to safeguarding children and adults.</p> <p>Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.</p> <p>Awareness the range of statutory and non-statutory organisations involved in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.</p> <p>Awareness of communications and external stakeholder management with policy- makers, media and other external stakeholders at local and or national level in a context of public scrutiny.</p> <p>Experience of reporting to internal accountable bodies such as a safeguarding boards or working group.</p> <p>Aware of how to contribute to case review processes and identifying and disseminating lessons to be learnt. E.g. serious case reviews, domestic homicide reviews, serious untoward incident reviews or significant learning processes, Mappa reviews etc.</p>	

Competencies

Competencies or specific skills *required to do the job.*

ESSENTIAL

DESIRABLE

Understanding of the broader safeguarding field including its social and political context.
Strong verbal communication skills and ability to produce clear written records and reports.
Ability to work sensitively with survivors, those who are subjected to allegations and or those that may pose a risk.
Ability to assist with the management and analysis of complex and sensitive information and assess risk.
Ability to work collaboratively with a range of stakeholders to influence improvements to practice.
Demonstrate ability to be part of and contribute to a wider team
Ability to deliver safeguarding training to safeguarding professionals as well as other stakeholders, including using on-line tools.
Confidence to work with senior people, including senior church leaders, external safeguarding experts and other stakeholders.
Ability to develop and sustain relationships at all levels both inside and outside the church.
Flexibility to accommodate a work load which by its nature will be episodic rather than a fixed pattern of hours.
Willingness to work as necessary in the evenings and at weekends including taking calls out of hours.
Willingness and ability to travel throughout the diocese.
A positive attitude to, and knowledge of using IT hardware/software.

Current substantive driving licence, able to drive and have use of a motor vehicle

Understanding of the complex inter-relationships between Dioceses, parishes and cathedrals with the Church of England

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Date: