

**ASSISTANT DIOCESAN SAFEGUARDING OFFICER  
(part-time 21 hours per week)**

**Job Description**

**PURPOSE**

Safeguarding is a vital part of the Church's Mission of healing, justice and hope. As a Diocese, we aim to deliver best practice in safeguarding children and adults at risk.

We see our safeguarding work as a fundamental part of our strategy to deliver our vision of ***Growing in God, flourishing congregations making a difference.***

The role of the Assistant Diocesan Safeguarding Officer is to work with the Diocesan Safeguarding Officer (DSO) to:

- Support the Diocese of St Edmundsbury and Ipswich in the development and delivery of safeguarding arrangements in line with all legal and government protocols, and national policy and guidance from the House of Bishops.
- Ensure that allegations of abuse are appropriately referred to the statutory authorities, ensuring that appropriate advice and support is given to survivors and victims of abuse.
- Make sure that those who pose a risk are supported and managed.
- Work collaboratively with the National Safeguarding Team and other diocesan teams across the country to deliver best practice safeguarding.

**REPORTING TO**

Diocesan Safeguarding Officer

**KEY RELATIONSHIPS**

- the Diocesan Bishop
- the Bishop's delegated safeguarding lead
- senior staff, including the Dean and senior cathedral staff
- Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP)
- those in licenced and authorised ministry
- Parish Safeguarding Officers
- relevant people in the statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services managers, Probation Offender Managers and those responsible for child abuse and public protection arrangements within the police.

## **KEY RESPONSIBILITIES**

Working with and under the supervision of the DSO, to:

1. Raise awareness of the need to safeguard vulnerable groups, both children and adults, throughout the diocese
2. Provide a professional safeguarding response to safeguarding concerns or allegations against church officers, in line with the House of Bishops and Local Safeguarding Authority policies and protocols.
3. Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or adult has suffered abuse or is at risk of suffering abuse from a church officer.
4. Give advice, guidance and support to:
  - The bishops and church officers on safeguarding matters.
  - Victims/survivors of abuse, ensuring the diocese responds well.
  - Parochial Church Councils (PCCs), parish safeguarding officers and clergy on the implementation of all safeguarding policies and protocols.
5. Undertake risk assessments on all safeguarding concerns.
6. Work collaboratively with the public protection unit and national probation service to assess risk and draw up safeguarding agreements for all Registered Sex Offenders worshipping in the diocese.
7. Assist the DSO to develop plans to implement national safeguarding policies across the diocese.
8. Provide information and reports to the DSO and Diocesan Safeguarding Advisory Panel as required.
9. Keep contemporaneous records on all cases, ensuring that they are accurate, accessible and stored in accordance with GDPR protocols.
10. Work collaboratively with the National Safeguarding Team and attend national events and activities.
11. Engage in professional supervision and continual professional development.
12. Proactively seek opportunities to improve safeguarding administrative processes, ensuring they are efficient and effective.
13. As the need arises, provide out of hours cover alongside the DSO.
14. Other duties as directed by the Safeguarding Officer or Diocesan Secretary.

The post will primarily be based at the Diocesan Office, Ipswich, and will require some travel in the diocese. This will require the use of a personal vehicle for which expenses will be paid. The role requires a flexible approach and will necessitate occasional evening work.

## PERSON SPECIFICATION:

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent.		✓
Relevant professional qualification or equivalent (for example social care or criminal justice).	✓	
Training accreditation in child or adult protection with the ability to demonstrate transferrable knowledge across the client groups		✓

<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Extensive experience of safeguarding of children and adults in the voluntary or statutory sector.	✓	
Experience of developing and delivering training in response to need and in line with best practice.		✓
Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults.	✓	
Experience in completing risk assessments relating to offenders/offending behaviour/those who may pose a risk.	✓	
Experience of managing safeguarding situations as part of a caseload.	✓	
Experience and understanding of safeguarding procedures in relation to children and adults.	✓	
Knowledge of the effects of abuse in respect of individuals, children, families and the community.	✓	
Knowledge of the statutory safeguarding processes and statutory framework in relation to children and adults	✓	
Understanding the principles of safer recruitment.		✓
Experience of working with victims or survivors of abuse, including adults with mental health issues.	✓	
Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.	✓	
Experience of working in a challenging environment demanding, resilience and determination.	✓	
Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults.		✓

<b>Skills and Aptitudes</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of using IT, particularly email, excel, word.	✓	
Ability to make effective use of line-management supervision.	✓	
Strong written and verbal communication skills including the ability to produce clear written records, reports and risk assessments.	✓	
Ability to work sensitively with survivors, those who are subject to allegations and/or those who may pose a risk.	✓	
Demonstrate an ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.	✓	
Ability to work independently.	✓	
Ability to be proactive in improving processes, to be efficient and effective, through technology where appropriate.	✓	

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
High levels of enthusiasm and self-motivation and be willing to challenge stereotyping, prejudice, discrimination and bias.	✓	
Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.	✓	
Collaborative and supportive attitude when working within a team.	✓	
A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues	✓	

<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Hold a clean driving licence and have access to a private car with insurance for travel on business purposes.	✓	
Flexibility in being able to work some evenings	✓	
Willingness to travel within the diocese, including hours of darkness.	✓	
Attend meetings, training or events regionally, provincially and nationally.	✓	

## GENERAL INFORMATION

### About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is pro rata at Band D Point 7 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £21,480 per annum. (FTE £35,799)
Term	Permanent
Pension provision	If eligible Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time, 21 hours per week some flexible working is required e.g. working some evenings and weekends. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	Pro rata of FTE of 25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During the first month of employment – 1 week’s notice, during second to fifth month of employment – 1 month’s notice and after probation period - 3 months’ notice.
Place of work	The postholder will be based at the Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. The postholder will be required to travel regularly within the diocese.
Other	The appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role.  The postholder will require use of own personal transport and provide evidence of insurance cover for business use. Expenses for mileage will be met.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The post-holder is expected to carry out other related duties that are within the employees’ skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

**For an informal conversation please contact:** Karen Galloway Diocesan Safeguarding officer, on 07785621319

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<http://www.cofesuffolk.org//vacancies>

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Applications marked 'Confidential Application' to be sent to:**  
[email - HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing Date for Applications:** Monday, 28<sup>th</sup> March 2022 at 5pm

**Interview Date:** Friday, 8th April 2022