



DIOCESAN SAFEGUARDING TRAINER AND TRAINING COORDINATOR

(17.5 hours per week - job-share)

Job Description

PURPOSE

To support the mission and ministry of the Church of England in Suffolk by co-ordinating and delivering programmes of safeguarding training relevant to, and required by, those working with children and vulnerable groups, and to ensure that this training is delivered to a high standard, developing and implementing processes that measure and assure the quality.

REPORTING TO

Diocesan Safeguarding Officer

KEY RESPONSIBILITIES

- To deliver the endorsed National Church of England's Safeguarding Training to requisite groups across the diocese.
- To consult with the National Church of England Safeguarding Team's Training and Development Manager, to ensure that training in the diocese meets the requirements of the National Safeguarding Learning and Development Policy.
- To ensure sufficient opportunities for accessible training are provided throughout the diocese and within deaneries to meet demand.
- In meeting the demand for training, to recruit, train, develop, support, and quality assure a team of Diocesan Approved Volunteer Safeguarding Trainers, keeping them and their training materials updated.
- To work closely with the other members of the Diocesan Safeguarding Team to review the current booking system and develop a renewal notification process.
- To ensure that accurate data is kept regarding those attending training,
- To oversee the system and processes for capturing accurate feedback from course attendees and measuring the quality of the training.

- To ensure that any weaknesses or areas for improvement identified by the quality assurance are addressed.
- To provide information and reports to the Diocesan Safeguarding Officer and Diocesan Safeguarding Advisory Panel as required.
- As a member of the Diocesan Safeguarding Team; support the need to safeguard vulnerable groups, both children and adults, throughout the diocese and its importance in accordance with the vision to Grow in God.

The post will primarily be based at the Diocesan Office, Ipswich, but will necessitate travel throughout the and will require the use of a personal vehicle for which expenses will be paid.

A flexible approach to working with the need for occasional evening and Saturday working are required to effectively achieve the purposes of the role.

The post holder may be required to carry out other duties as directed by the Diocesan Safeguarding Officer or Diocesan Secretary as part of working collaboratively within a small multi-disciplinary professional team.

PERSON SPECIFICATION

| Key Criteria | Essential | Desirable |
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| Qualifications, Experience and Knowledge | <ul style="list-style-type: none"> • Experience of delivering training both virtually and in person. • Experience of delivering training content in a variety of ways in response to the needs of the attendees and in line with best practice. • Experience of reviewing and quality assuring course content and delivery. • Knowledge and understanding of safeguarding policies and procedures in relation to children and adults 'at risk'. | <ul style="list-style-type: none"> • Educated to GCSE level or equivalent (Grade C). • Relevant training qualification. • Experience of working in the voluntary sector. • Understanding of the structures and culture of the Church of England. • Experience of recruiting, developing and quality assuring volunteer trainers in this or a related field of work. • Empathy with the aims and objectives of the Church of England |

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| Skills and Abilities Skills and Abilities (Cont'd) | <ul style="list-style-type: none"> • Effective interpersonal and presentation skills. • Understanding of training procedures and protocols. • Proven ability to collate and monitor data and generate succinct and meaningful evaluation reports. • Ability to offer support to volunteer trainers that enables them to thrive and flourish in achieving agreed objectives. | <ul style="list-style-type: none"> • Ability to handle conflict and manage a training environment. • Proficient in the use of IT and Microsoft Office, notably PowerPoint and Excel. |
| Work-related Personal Qualities | <ul style="list-style-type: none"> • Ability to work on own initiative and as part of a multi-disciplinary team. • Enthusiastic, self-motivated and a 'can do' attitude. | |
| Other requirements | <ul style="list-style-type: none"> • Ability to travel throughout Suffolk and occasionally further afield. | |

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.

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| Salary | The post is pro rata at Band B of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £16,500 - £18,000 per annum depending on experience. (FTE £33,000 - £36,000). |
| 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, Job Share, 17.5 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 |

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| Probation Period | Six months during which time progress is regularly reviewed and the period may be extended. |
| Notice period | During probation 2 weeks and thereafter 1 month. |
| Place of work | <p>Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. However, these offices are currently up for sale, and we are planning a potential move away from this location to new offices within a reasonable distance (either within Ipswich or on the outskirts of Ipswich) which will become the main place of work.</p> <p>The postholder will be required to travel regularly within the diocese.</p> |
| Other | <p>The appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role.</p> <p>The postholder will require use of own personal transport and provide insurance cover for business use. Expenses for mileage will be met by the diocese.</p> |

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 need for flexibility, shared accountability and team working is required. 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, (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: Friday 15th August 2025

Interview Date: Thursday 28th August 2025