



Job Description

JOB DESCRIPTION	
JOB TITLE:	DIOCESAN SAFEGUARDING ADVISER
SALARY:	£44,000 per annum
ACCOUNTABLE TO:	The DSA is accountable to the Diocesan Bishop, and line-managed by the Diocesan Secretary.
KEY RELATIONSHIPS:	<p>Manage the Safeguarding team.</p> <p>The DSA works closely with the Bishop's Safeguarding Strategic Lead for the effective development and delivery of safeguarding in the Diocese.</p> <p>Other key relationships: the Bishop's Staff, the independent chair of the Diocesan Safeguarding Advisory Panel, senior Cathedral staff, those in licenced and authorised ministry, deanery/parish safeguarding officers, relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the police.</p>
MAIN LOCATION:	Edward King House, Lincoln
HOURS OF WORK:	<p>8.30am-5pm with 1 hour for lunch 37.5 hours per week</p> <p>Some flexible working is required e.g. travel around the dioceses and work at weekends. In addition, there is some scope for flexible working at home subject to negotiation.</p> <p>The safeguarding professionals on the team will ensure that one of them is available by mobile phone 8am-8pm Monday to Friday.</p>
JOB SUMMARY:	<p>As the designated lead safeguarding professional for the diocese, the DSA oversees the provision of high-quality safeguarding advice, systems, services and training to support the diocesan vision.</p> <p>It is likely that there will be adjustments in due time to some elements of this job description in response to the recommendations of the IICSA Report of October 2020.</p>
KEY DUTIES:	<p>General</p> <ol style="list-style-type: none">To support the diocese in the development of its safeguarding arrangements, good practice, policy and training.To manage the diocesan safeguarding team and its budgetTo ensure 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 make sure that those that pose a risk are appropriately supported and managed.To advise the diocese on all safeguarding matters 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 TeamTo contribute as a member of the Diocesan Secretary's team.

	<p>In Detail</p> <ol style="list-style-type: none"> 1. Undertake safeguarding casework on behalf of the Diocese and to ensure that case work is undertaken appropriately by the diocesan safeguarding team and ensure all work is recorded in line with the House of Bishop safeguarding policy and guidance 2. Offer the Diocese's professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishop's safeguarding policy and guidance: <i>To promote good practice</i> 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 vulnerable adult has suffered abuse or is at risk of suffering abuse 4. Give advice and guidance to the bishop and other church officers on safeguarding matters. To report to the Bishops senior staff team and other diocesan bodies on the progress of safeguarding arrangements 5. Give advice, information and support to victim/survivors of abuse and oversee its provision guaranteeing that the diocese responds well to those who have suffered abuse 6. To undertake and commission risk assessments 7. Provide, or co-ordinate the provision of, training on safeguarding matters 8. Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops 9. Contribute to the work of the diocesan safeguarding advisory panel 10. To represent the diocese on local safeguarding partnership boards 11. 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 12. Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team 13. Ensure that records are kept that are accessible, accurate, securely held and able to be analysed. 14. Work collaboratively with the National Safeguarding Team and attend national events and activities 15. To ensure the provision of appropriate, professional supervision for the different members of the safeguarding team, in addition to their own.
<p>GENERAL DUTIES</p>	<p>The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities.</p> <p>The post holder is required to:</p> <ul style="list-style-type: none"> • Support the ethos, aims and objectives of Christianity, the Church of England and the diocese. • Keep up to date with developments in their area of work. • Participate in performance management and appraisal. • Engage in training and continuous professional development activities. • The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

PERSON SPECIFICATION	
CATEGORY	
QUALIFICATIONS & SKILLS	<ul style="list-style-type: none"> • Relevant professional qualification or equivalent (for example, social work or criminal justice), with current professional registration where applicable. • The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.
EXPERIENCE AND WORKING KNOWLEDGE	<ul style="list-style-type: none"> • Extensive, successful experience of safeguarding of children and/or adults; • Work at a strategic level contributing to policy and practice development and implementation; • Working on and managing cases involving the statutory response to the protection of children/adults; • Applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults; • Undertaking statutory case and /or management reviews; • Undertaking statutory risk assessments; • Providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults; • Sound understanding and effective application of performance management to meet agreed targets and objectives • Detailed knowledge of and success in applying safeguarding legislation, guidance and best practice; • In-depth knowledge of the statutory framework in relation to safeguarding children and adults; • Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues; • 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. • Communications and external stakeholder management on safeguarding issues with policy-makers, media and other external stakeholders at local and/or national level in a context of public scrutiny; and • Designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Safeguarding Adult Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders; • A proven ability to develop and sustain relationships at all levels both inside and outside the organisation – a strong commitment to partnership working; • A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues, with a focus on victims and survivors of abuse; • An ability to adopt an innovative and creative approach to problem solving working within the law, regulation and policies and procedures of the church; • A strong commitment to safeguarding as an essential part of the church’s work to keep people safe; • Sympathetic with the aims of the Church of England
<p>KEY COMPETENCIES</p>	<ul style="list-style-type: none"> • Understanding of the broader safeguarding field including its social and political context; • Strong verbal communications skills and ability to produce clear written records and reports; • Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk; • Ability to manage and analyse complex and sensitive information and assess risk; • Ability to work collaboratively with a range of stakeholders to influence improvements to practice; • Demonstrable 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; and • Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders. • Ability to manage effectively under pressure

NB:

Due to restrictive public transport in Lincolnshire there is a requirement to be able to drive and have use of a car.

General responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, data protection and confidentiality and equal opportunities.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.