

Job Description

- Job Title:** Assistant Diocesan Safeguarding Adviser
- Reports to:** Diocesan Safeguarding Adviser
- Salary Range:** £33,708 - £36,055 dependent upon qualifications and experience.
- Hours of work:** Full time 35 hours
Some flexible working is required e.g. travel around the dioceses and work at weekends. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

Normal place of work: Church House, Daresbury

Key relationships It is essential that the Assistant DSA forms excellent working relationships with the DSA, the diocesan bishop and the bishop's delegated safeguarding lead, senior staff, the independent chair of the Diocesan Safeguarding Advisory Panel (DSAP), the dean and 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.

Overall Purpose of the Post

To act under the direction of the Diocesan Safeguarding Adviser to strengthen the existing Safeguarding Team working towards the delivery of a safeguarding service that reflects best practice.

To support the diocese in the implementation of House of Bishops Policies and Procedures, providing appropriate support to parishes in responding to safeguarding queries.

To make sure that offenders returning to the community to worship are appropriately supported and managed, including carrying out risk assessments in conjunction with police/probation service where required, and establishing robust Safeguarding Agreements.

Deputise for the Diocesan Safeguarding Adviser when appropriate and act on her behalf in her absence as needed.

Principal Duties and responsibilities include:

1. Delivery of policy, procedures and good practice guidelines

- Monitor and remain up to date with the development of government policy, Church of England policy and good practice and maintaining continuing professional development and professional registration where appropriate.
- Maintain knowledge of how local arrangements for safeguarding agencies are structured in relation to providing safeguarding services and how they receive referrals.
- As part of the safeguarding team, ensure each parish has adopted and implemented the House of Bishops Practice Guidance.
- Provide advice and guidance to parishes in relation to routine safeguarding queries.
- Give advice and guidance to the bishop and other church officers on safeguarding matters, as required by the DSA.
- To report to DSAP and other diocesan bodies on the progress of safeguarding arrangements as required;
- Contribute to the work of the diocesan safeguarding advisory panel (DSAP);

2. Training

- To undertake responsibility for the planning, strategy and delivery of safeguarding training with the support of the Diocesan Safeguarding Training Officer to deliver the Church of England Pathway Safeguarding modules to all eligible Church Officers.
- To manage the Diocesan Safeguarding training Officer and oversee his workload, ensuring that training delivery targets are met.
- With the support of the Diocesan Safeguarding Training Officer, evaluate, review and monitor the effectiveness of the training programmes delivered across the diocese. To keep the DSA advised of these outcomes and assist the DSA and DSAP in the development of the training strategy

3. Casework.

- To be responsible for the risk assessment programme for offenders worshipping in parishes, conducting risk assessments and reviewing as appropriate.
- To take responsibility for case work delegated by the DSA, ensuring all work is recorded in line with the House of Bishops' safeguarding policy and guidance and to assist the DSA with more complex cases;
- Offer 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, as required by the DSA;
- 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.
- Provide guidance and support in response to concerns raised about children young people or adults who may be at risk where safeguarding concerns have been expressed.
- Ensure appropriate safeguarding risk assessments are carried out, putting into place strategies and agreements to actively manage and evaluate any actual or potential risks identified, in consultation with the DSA.
- Respond to serious situations following HoB Practice Guidance 2017 - responding to assessing and managing safeguarding concerns or allegations against Church Officers. Contributing to the process and to the drawing up and regular review of agreements for those known to be a risk to children and / or adults.
- Ensure appropriate levels of support are put into place for alleged victims/survivors and their families, alleged perpetrators and their families, congregations or others who are affected.
- Ensure at all times that appropriate records are maintained, suitable for potential admission in legal proceedings.

4. Safer recruitment

- Build understanding and knowledge of Safer Recruitment guidance and of the Disclosure and Barring Service systems and processes
- Undertake a risk assessment process for those where DBS checks are blemished.

5. Cathedral

The person appointed will also have some delegated responsibility for providing safeguarding advice and guidance to the dean and cathedral safeguarding officer in line with House of Bishops' Practice Guidance and the Memorandum of Understanding currently in place between the cathedral and diocese. The Asst DSA will be required to keep the DSA briefed on such matters that arise and any involvement.

General Duties

- Ensure that records are kept that are accessible, accurate, securely held and able to be analysed.
- Work collaboratively with the Diocesan Safeguarding Adviser and National Safeguarding Team and attend national events and activities;
- Engage in professional supervision and continual professional development
- To attend Diocesan and Safeguarding staff and other relevant meetings.
- To speak at appropriate services and meetings.
- To play a full part with other staff in the activities of the Diocese.
- To promote departmental collaboration and to work closely with colleagues in Church House
- To undertake training as required.
- To carry out other such duties of a similar or related nature as may be required.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

Date: April 2021

Note – this job description does not form part of your Contract of Employment.