Diocese of Southwark

Assistant Diocesan Safeguarding Adviser

Application pack

Closing date Thursday 6th December 2018
Interviews will take place on Friday 14th December 2018
20th November 2018

Dear Applicant

Thank you for your interest in the role of Assistant Diocesan Safeguarding Adviser (ADSA). Our Assistant DSA resources are being extended. This reinforces our commitment to ensuring that the work that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest safeguarding standards.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. To apply for the role, please complete the application form and submit by 6th December 2018. Interviews for this position will take place on 14th December 2018.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you.

Yours sincerely,

Kate Singleton
Diocesan Safeguarding Adviser
Job Description

Job Description: Assistant Diocesan Safeguarding Adviser (ADSA)

Reporting To: Diocesan Safeguarding Adviser (DSA)

Accountable To: The Bishop of Southwark

Administrative: The Diocesan Safeguarding Team is supported by the Safeguarding Administrator and Safeguarding Training Administrator

Location: Based at Trinity House, in the Safeguarding Team

Background

The Bishop of Southwark wishes to maintain and promote the highest standards of care in the area of Safeguarding children and adults who may be at risk of abuse or neglect within the Diocese. The role of the ADSA is to work with the DSA to ensure that such standards are maintained.

The post holder will be expected to work with the DSA to:

- act as the contact point for those in the Church and community, including statutory agencies, who can assist the Bishop, Area Bishops and Senior Staff in discharging their responsibilities for safeguarding children and adults who may be at risk of abuse or neglect

- provide information and advice to ensure that the Diocese maintains the highest standards of protection for children and adults who may be at risk of abuse or neglect and to advise the Bishop of Southwark and the Area Bishops, Archdeacons, Clergy and Laity as appropriate on procedures to be followed when safeguarding concerns arise.

Main duties and responsibilities

General

1. To promote the safeguarding of children and adults, and effective responses to domestic abuse, as an essential part of mission.

2. To be familiar with and implement national House of Bishops and Diocesan safeguarding policies and procedures, and through case work and delivery of training ensure that they are implemented throughout the Diocese.

3. Through casework, to promote the church’s role in safeguarding with statutory and voluntary agencies across the sixteen local authorities within the Diocese.

4. To be proactive in ensuring parishes and worshipping communities are aware of their responsibilities in relation to safeguarding children and adults who may be at risk of abuse or neglect; to provide appropriate guidance and support and information to keep them abreast of policy and practice developments.

5. To support the DSA in advising the Diocesan Bishop, Area Bishops and Archdeacons on procedures to be followed when cases of child or adult abuse arise, and ensuring the development of good safeguarding practice in the Diocese through advice, information and training.
6. To assist the Diocese in the safe recruitment of staff and volunteers and in its use of the Disclosure and Barring Service, and to advise the Diocesan Bishop and parishes on the assessment of risk where disclosures are blemished.

7. To contribute to the cover of an out of hours mobile phone for urgent safeguarding concerns as negotiated with the DSA.

8. To keep records of all casework electronically, using the Safebase case recording system.

Case Work

In specific cases allocated by the DSA:

1. To take the lead and co-ordinate the ‘core group’ of Diocesan and parish staff when an allegation of abuse is made against a church officer (anyone who holds the Bishop’s Licence, Accreditation or Permission; Diocesan employees; and those who carry responsibility for children or adults who may be at risk of abuse or neglect in a parish). To ensure that the Bishop of Southwark, Area Bishop, Archdeacon and Diocesan Director of Communications are always informed when an allegation of abuse is made against a church officer, or in situations of pastoral sensitivity, and to ensure that safeguarding procedures are carried out throughout the process, with appropriate liaison with statutory agencies.

2. To ensure appropriate support for alleged victims and their families, and alleged perpetrators and their families, throughout an investigation and thereafter.

3. To advise and guide the Bishop of Southwark, Area Bishops, Archdeacons, clergy and parish officers as necessary:
   • about contact, if any, with the alleged victim and/or the person making the accusation, who may not be the victim, and the families involved
   • about practical arrangements which may be required for the alleged perpetrator and his or her family
   • about arrangements to support congregations
   • on the future employment or redeployment possibilities, if any, for a church officer who is convicted of an offence, or where there are continuing unresolved concerns regarding risks to others which may require the conduct of a risk assessment and a risk assessment plan to be put in place
   • on professional support for clergy, paid staff and volunteers who may have concerns about pastoral situations in which they find themselves.

4 To provide safeguarding guidance, information and advice to clergy and other individuals in the church who are concerned about the welfare of a child/vulnerable adult.

5 To work with Children’s and Adult Social Services, Police teams, HM Prison and Probation Service and others as necessary, including attending appropriate strategy meetings, case conferences as arranged by statutory agencies or requested by the DSA or ADSA. If appropriate, to prepare parish officers for such meetings and attend with them.

6 To work with parishes and Police Public Protection Teams in ensuring appropriate risk assessment and setting of boundaries for offenders against children and vulnerable adults who wish to worship and participate in church communities.

7 To ensure that referrals to the Disclosure and Barring Service for barring from work with children or vulnerable adults are made where required.
To provide advice and support to parishes in relation to the implementation of House of Bishops safeguarding policies and procedures.

To support the DSA and safeguarding administrator in the collection and collation of relevant data concerning the activity of the Diocesan Safeguarding Team.

To attend and contribute towards relevant team and staff meetings as required.

Training

Depending on the skills of the post holder and the time capacity:

1. To support the DSA in the delivery of an annual safeguarding training programme for clergy, Parish Safeguarding Officers, paid staff, PCC members and volunteers. Content includes the implementation of safeguarding practice in a church environment, including practice to limit opportunities for abuse and to diminish the risks of wrongful accusations being made; response to concerns and allegations of harm, working with statutory agencies; and protection of those who work with children and vulnerable adults.

2. To assist the DSA in evaluating, reviewing and monitoring the training programme with relevant staff.

Professional development

1. To engage in continuing training and professional development in the safeguarding field.

2. To maintain professional registration as a Social Worker or with an equivalent professional body, as required for ongoing practice.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of ‘Respect for All’, and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.
Assistant Diocesan Safeguarding Adviser
Person Specification

Essential

Education and training
- A social work qualification recognised by the Health and Care Professional Council, or a similar qualification in a related area/profession
- Specific training in a variety of aspects of child or adult protection

Knowledge/Experience
- Of child and/or adult protection work as a senior practitioner and/or manager
- Of current legislation relating to safeguarding children and adults
- Of the risk assessment and management of those who have offended against children or adults, and who may pose a risk to children or vulnerable adults
- Of the structure and operation of statutory and voluntary organisations in safeguarding

Skills / Ability in:
- Identification and assessment of key issues in the field of safeguarding children and adults
- Constructive work with a wide range of interested parties, including staff in statutory and voluntary sectors, in order to maintain best practice delivered in the church context
- Sympathetic and sensitive engagement with survivors of abuse, vulnerable adults and others affected by child or adult protection issues
- Identification and challenge of poor practice, and implementation of necessary change
- Effective communication with a wide range of individuals and groups, and presentation of clear and written material, including training delivery experience
- Relating respectfully to and consulting with people at all levels, including senior clergy and parish officers
- Keeping up to date with legislative developments in the field
- IT skills for reporting and record keeping.

Personal attributes
- Strong commitment to safeguarding as an essential part of the church’s work in pastoral care and welcome
- Willingness to work on own initiative and be accountable
- Ability to work collaboratively as part of a team
- In sympathy with the ethos and mission of the church
- Able to work flexible hours, including evening and weekend work and out of hours phone cover as negotiated with the Diocesan Safeguarding Adviser
- Willingness to travel within the diocese.

Desirable
- Understanding of the Church of England and its structures, including the legal framework
- Experience of child or adult safeguarding in the church context
- Experience of delivering training in child and adult safeguarding, in a style accessible to a wide range of church personnel.
DIOCESE OF SOUTHWARK

Assistant Diocesan Safeguarding Adviser

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House.

Salary

The post has the salary of £38,000 to £40,000 per annum, inclusive of London Weighting, dependent on previous experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service. There is also an entitlement to 2 local and 8 national bank holidays per annum. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.
Termination of Employment

During the six-month probationary period a week’s notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of two month’s notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.
Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people’s life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- To grow our financial resource base to allow investment in growth for the future;
- To grow our average weekly attendance;
- To increase the number of worshipping communities;
- To increase lay and clergy vocations; and
- To ensure that our leadership is more representative of the cultural communities which we serve.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2016 ministers carried out 3320 funerals, 970 weddings and 3810 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelter and food banks.
In 2016 the Diocese was successful in achieving a major grant from the Church Commissioners to enable and support the Church’s outreach in new development areas, through our “From Battersea to the Barrier” initiative, in particular the new Nine Elms development, including the new American Embassy.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

**Trinity House and the Area Offices**

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Organisational charts are included within this information pack. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT).

The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Governance Committee (AGC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the AGC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These have been known under the banner of ‘Lead, Enable, Serve’, these are summarised in the table that follows.
# The Diocese of Southwark

**Southwark Vision 2017 - 2025**

**Hearts on Fire with a Vision for Growth; Walking, Welcoming, Growing.**

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<th><strong>Diocesan Staff Purpose</strong></th>
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<tr>
<td>To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.</td>
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<tr>
<th><strong>Diocesan Staff Aims</strong></th>
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<td>To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.</td>
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<td>To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.</td>
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<td>To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.</td>
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<tr>
<td>To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.</td>
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<td>To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.</td>
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