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**JOB TITLE:**  Assistant Diocesan Safeguarding Officer

**EMPLOYER:** Peterborough Diocesan Board of Finance

**DEPARTMENT:**  Safeguarding

**LINE MANAGER:**  Victoria Kellett – Diocesan Safeguarding Officer

**JOB PURPOSE**

The Assistant Diocesan Safeguarding Officer will be a key member of the Safeguarding Team. They will support Parishes and the Diocese with safeguarding activities and, advice and guidance, to ensure that the Diocese of Peterborough continues to be a safe place to live, worship and work. The Assistant Diocesan Safeguarding Officer will be a dynamic and compassionate individual with responsibility for a caseload which is managed in line with the law, national statutory guidance and policy set by the House of Bishops and National Church of England Safeguarding Team.

**ABOUT THE DIOCESE OF PETERBOROUGH AND THE PETERBOROUGH DIOCESAN BOARD OF FINANCE**

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e., the area of the present-day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917,000

The Peterborough Diocesan Board of Finance is the central team that supports the Diocese of Peterborough. Our main office is based in the grounds of Peterborough Cathedral and we have another at the Lakes, Northampton. The Diocesan Safeguarding Team is going through a period of change and development and this role offers an exciting opportunity to shape the future approach to safeguarding across the Diocese.

**JOB RESPONSIBILITES**

1. Undertake safeguarding casework on behalf of the Diocese of Peterborough and ensure all work is conducted in line with the House of Bishops safeguarding policy and guidance.
2. Offer guidance and advice to Parishes on their safeguarding enquiries and referrals. Promote good safeguarding practice at all times.
3. Work collaboratively to support PSOs in their parishes and promote good safeguarding practice.
4. To form and maintain productive, professional relationships with parishes, clergy, senior clergy, parish volunteers and parish safeguarding officers (PSOs).
5. Work collaboratively with other agencies, both statutory and non-statutory, to ensure that there is an effective safeguarding response to children and vulnerable adults.
6. Ensure appropriate pastoral support is arranged for those affected by abuse and/or safeguarding situations as appropriate. Commit to responding well to those who have experienced abuse.
7. Manage, investigate, lead and conclude designated cases. This includes were allegations are made against Church Officers in line with the House of Bishop safeguarding policy and guidance.
8. Undertake risk assessments on offenders and those that may pose a risk that want to worship, volunteer or work in Churches across our Diocese.
9. Compile Safeguarding Agreements in relation to those where a risk is identified; monitor and review these as necessary in collaboration with the Parish.
10. Complete risk assessments of individuals with disclosures on their Disclosure and Barring Service (DBS) certificates.
11. Maintain accurate records of safeguarding activities on the MyConcerns database in accordance with recording protocols and good practice guidance.
12. Commit to continuous professional development and undertake training, as applicable, to maintain an up-to-date understanding of National and Local Safeguarding policy and best practice. Share and apply this knowledge across the team and Diocese.
13. Work collaboratively with the National Safeguarding Team and attend national events and activities as applicable.
14. Engage in professional supervision, which we provide, as part of our commitment to staff welfare.
15. To deputise and provide cover for other staff in the Safeguarding team as necessary.
16. Commit to continuous professional development and complete all required training as applicable.
17. Ensure that the principles of GDPR, confidentiality, health and safety and safeguarding are adhered to in all aspects of your work.
18. Work collaboratively with the Safeguarding team and wider colleagues and undertake other such duties, commensurate with the role, that may be required by the Diocesan Safeguarding Officer or other senior staff.

**PERSON SPECIFICATION: QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED**

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| **QUALIFICATIONS** | **Essential** | **Desirable** |
| Relevant Professional qualification or equivalent (i.e.. Social Work, Probation, Police etc.) | X |  |
| English and Math GCSE (or equivalent) at grade C (level 5) or above. | X |  |
| Qualifications related to safeguarding children and adults |  | X |
| Educated to Degree Level or equivalent |  | X |
| **KNOWLEDGE AND EXPERIENCE** | **Essential** | **Desirable** |
| Experience of safeguarding children and/or adults in a voluntary or statutory sector. | X |  |
| Experience in risk assessment and risk management in relation to offenders/offending behaviours and those that may pose a risk. | X |  |
| Experience of applying policy, procedure and good practice in relation to the safeguarding of children and/or adults. | X |  |
| Knowledge of trauma informed practice and experience of applying this to safeguarding work. | X |  |
| Knowledge of local authority safeguarding processes and statutory frameworks. |  | X |
| Knowledge of the principles of safer recruitment |  | X |
| Experience of effectively managing a caseload. | X |  |
| Experience of working with victims/survivors of abuse. | X |  |
| Experience of working in a challenging environment demanding resilience and self-awareness. | X |  |
| Experience of multi-agency working including with statutory and non-statutory agencies. | X |  |
| An ability to prioritise work and be flexible to changing team needs and priorities. | X |  |
| Proficiency in the Microsoft Office Suite, including Shaepoint, and competency in using case file databases. | X |  |
| Experience of working in an environment with confidentiality and GDPR considerations. |  | X |
| Knowledge of the structure and mission of the Church of England |  | X |
| **PERSONAL QUALITIES** | **Essential** | **Desirable** |
| High levels of enthusiasm and self-motivation with a willingness to challenge stereotyping, prejudice, discrimination and bias. | X |  |
| Able to represents the team and the Diocese in a professional way with honesty and integrity in line with expected standards of conduct. | X |  |
| Good organisational and planning skills; able to work unsupervised and collaboratively as part of a team. | X |  |
| Able to build professional interpersonal relationships with people in a wide range of roles. | X |  |
| Recognises the impact of their own actions and behaviours upon others; demonstrates emotional intelligence. | X |  |
| Ability to effectively utilise professional supervision | X |  |
| Performs all duties in a safe manner, ensuring the safety and well-being of self and others. | X |  |
| A clear communicator, both verbally and in writing and able to demonstrate diplomacy, sensitivity, and patience. | X |  |
| Ability to learn quickly, have an enquiring mind, and provide a solution focused approach to problem solving. | X |  |
| Ability to manage multiple tasks and deliver on time with a clear attention to detail. | X |  |
| Hold a clean driving licence and have access to a private car with insurance for travel on business purposes. | X |  |
| Must be comfortable working in a Church environment and empathic to the values of the Church of England. | X |  |

**OTHER DETAILS**

**Hours:** 35 hours per week worked over 5 days with a 60-minute unpaid lunch break The normal hours are 08.30 to 16:30 Monday to Friday.  Consideration will be given to flexible working arrangements.  The post holder will be entitled to time off in lieu for attending meetings outside of office hours.

**Place of work:** The main place of work will either be The Diocesan Office, The Palace, Peterborough, PE1 1YB or the Diocesan Office, Bouverie Court, The Lakes, Northampton NN4 7YD.  The role holder will be required to attend other parts of the Diocese regularly as part of their role. Hybrid working can be considered.

**Renumeration:**

* Salary: £40,000pa
* Pension:10% employer non-contributory pension
* Annual Leave: 25 days per year plus Public Holidays and Christmas / New Year closure. This raises to 30 days after 10 years-service.
* A commitment to professional development and growth.

**Probationary Period:** Employment is subject to a six-month probationary period.

**DBS:** The Diocese of Peterborough is committed to safeguarding and promoting the welfare of children and young people. Staff are subject to an enhanced Disclosure and Barring Service check.

For further information please contact Victoria Kellett, Diocesan Safeguarding Officer on [Victoria.kellett@peterborough-diocese.org.uk](mailto:Victoria.kellett@peterborough-diocese.org.uk)