**Safeguarding in the Diocese of Carlisle:**

The Church of England is committed to safeguarding as an integral part of the life and ministry of the Church. In the Diocese of Carlisle, it is a key priority that we work together towards achieving our common vision, our commitment to a positive safeguarding culture, so that all our churches and worshipping communities can be places which are safer for everybody as well as being places of welcome. Our Safeguarding Team is the key element in delivering on this commitment.

Each of our 250 parishes is run by its own Parochial Church Council (PCC) and is responsible for safeguarding locally. The Diocese of Carlisle provides resources aimed at supporting, serving and overseeing the mission and ministry of these churches. In seeking to be open and welcoming, we recognise that within congregations a wide range of individuals may include those who have been victims of abuse, or indeed those who have perpetrated abuse against others.

The pace of change in safeguarding in the Church of England context is high. The Church is

working hard to create new safeguarding structures that address past failures and ensure future confidence in safeguarding arrangements and decisions. This has increased the oversight and scrutiny of our work from the National Safeguarding Team, and it is envisaged it will continue to do so moving forwards with the likely creation of a new national organisation overseeing the work we do locally. We have also seen an increase in the volume and complexity of safeguarding casework as a result of increased awareness through training and communication channels.

**The Opportunity:**

Due to expansion of resourcing, we have an exciting opportunity for an enthusiastic safeguarding professional to join our safeguarding team as an Assistant Diocesan Safeguarding Officer. Reporting directly to our Head of Safeguarding - Diocesan Safeguarding Officer - you will play an important role in supporting parishes to respond well to safeguarding concerns and to promote good safeguarding practice across the Diocese.

We are looking for someone with strong experience in safeguarding matters, a deep commitment to ensuring best practice, and a clear understanding of the importance of keeping children, young people and vulnerable adults safe. You will be part of a small professional team who work collaboratively to ensure that church life is safer for all. You will be supported in translating your skills and experience into the framework and practices of the Diocese.

As well as handling your own caseload, providing advice and working closely with statutory agencies, you will help the wider work of building on good practice and further developing our safeguarding culture. This will involve building positive working relationship with our parishes and both supporting and promoting implementation of the Parish Safeguarding Dashboard system across the Diocese and monitoring its outputs. Coaching and encouraging our extensive network of volunteer Parish Safeguarding Officers, providing networking opportunities to empower them and providing advice and guidance for their recruitment will be key tasks. You will also assist with the delivery of safeguarding training as part of our structured programme for staff, clergy and volunteers.

To be successful, you will be a highly organised individual with excellent people skills and will demonstrate a high degree of professionalism, discretion and sensitivity. You will have strong interpersonal skills and be able to coach and mentor people from a range of backgrounds. You will bring professional knowledge of safeguarding legislation and regulations from your previous / current role(s) and, have experience of dealing with casework issues in this, or a related field. You will be able to work with complex information and solve problems, and provide clear practical advice in a timely manner. You will have sympathy towards the ethos and values of the Christian faith and be able to work effectively within a Church of England setting.

This is a full time (35 hours) post; however, we would welcome discussions around flexible working, part time working. We also offer hybrid working, and you will be provided with an office base at our Church House building in Penrith, although the role involves travel around the diocese. The role involves some evening and weekend working, and travel across the Diocese.

If you would appreciate an informal conversation to help you in considering your application, please contact the Diocesan Safeguarding Officer – Joanna Van Lachterop – Email safeguarding.adviser@carlislediocese.org.uk or Tel: 07458 016884

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**ROLE DESCRIPTOR**

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| **JOB TITLE:** Assistant Diocesan Safeguarding Officer (35 hours per week) **including occasional evenings and / or weekends.** |
| **REPORTS TO**: Head of Safeguarding – Diocesan Safeguarding Officer  |
| **DEPARTMENT:** Safeguarding Team |
| **PURPOSE OF ROLE:** As a member of the Safeguarding Team, this role supports the Diocesan Safeguarding Officer in serving and equipping the Diocese to safeguard young people and vulnerable adults in line with both UK legislation and Church of England requirements & guidance. |

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| **KEY ACTIVITIES & RESPONSIBILITIES:**1. **Casework:**
* Manage a caseload as directed by the DSO, responding to, assessing, and managing safeguarding concerns or allegations against church officers in line with Church of England practice guidance (2017), including concerns relating to safeguarding.
* Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.
* Ensure that the needs of survivors of abuse are always given a strong focus and identify appropriate support and advice for victims or survivors of abuse and listen carefully to their accounts.
* Support individuals when a referral to local authority children’s services / adults’ social care / or the police is necessary.
* Liaise, and work in partnership, with statutory agencies including the Local Authority Designated Officer, the police, and the probation service on relevant cases.
* Take part in relevant external child or adult protection conferences and internal case management meetings as required.
* Keep and maintain accurate records and files in relation to casework, through our case management system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.
1. **Safeguarding risk assessments:**
* Assist with risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or adults at risk, where they have convictions for offences against children or adults at risk or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance.
* Contributing to the process of drawing up, and reviewing, the safeguarding agreements for those known to be a risk to children and / or adults.
* Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child, young person or an adult at risk. This includes non-current allegations of abuse.
1. **Safeguarding Support:**
* Build professional and accessible relationships with Parish Safeguarding Officers, clergy and church officers on a parish level.
* Support the DSO with the implementation of the Parish Safeguarding Dashboard / Audit system throughout the diocese and be the ‘go to’ expert for all parish queries and support in relation to the tool.
* Provide support and networking opportunities to empower and develop Parish Safeguarding Officers in their roles.
* Provide advice and support to diocesan staff, governing bodies etc., parishes and the Cathedral, or as determined by any service contracts, in the implementation of safeguarding policies and case management procedures.
* Support parishes during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.
1. **Training:**
* Support the delivery of the national safeguarding learning and development strategy, including planned, or occasional, delivery of safeguarding training within the diocese to clergy and lay people.
1. **Networking and Professional Development:**
* Building strong, professional relationships with Diocesan and Cathedral staff including Bishops, senior clergy, lay executives, relevant clergy and lay members of deaneries and parishes, the Provincial Safeguarding Adviser, the National Safeguarding Team and with statutory agencies.
* Promote good safeguarding practice and contribute to the effective communication with parishes of new safeguarding resources and changes to local and national policy and practice guidance.
* Participate in professional supervision, the annual review process and continuing professional development.
1. **Other:**
* To deputise for the Diocesan Safeguarding Officer when required.
* To undertake any other duties as relevant and appropriate to the role.
* To undertake relevant training required to best carry out the role.
* This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the postholder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.  |

**PERSON SPECIFICATION**

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| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
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| ***TECHNICAL COMPETENCE*** |
| **Technical Skills & Qualifications**  |
| * Relevant professional qualification or equivalent (for example, social work, police, or criminal justice), with current professional registration where applicable.
* Strong IT skills, including an understanding of contact management systems (databases).
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| **Knowledge & Experience** |
| * Experience of safeguarding children and adults.
* Experience of contributing to policy and practice guidance development and implementation.
* Experience of working on cases involving the statutory response to the protection of children / adults and / or management reviews.
* Experience of assessment and risk management of those who have offended against children or adults at risk, and those who may pose a risk to children or vulnerable adults.
* Experience of applying policies legislation, procedures and good practice in relation to the safeguarding and protection of children and adults.
* Understanding of statutory risk assessments.
* Working knowledge of the statutory framework in relation to safeguarding children and adults.
* Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.
* Awareness the range of statutory and non-statutory organisations involved in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.
* Experience of reporting to internal accountable bodies such as a safeguarding boards or working group.
* Aware of how to contribute to case review processes and identifying and disseminating lessons to be learnt. e.g. serious case reviews, domestic homicide reviews, or significant learning processes, MAPPA reviews etc.
* Experience of training delivery face to face and / or virtually.
 | * Experience of supervising and / or supporting volunteers.
* Experience of safeguarding in a church / faith context.
* Experience of reporting to internal accountable bodies such as a safeguarding boards or working group.
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| **BEHAVIOURAL COMPETENCE** |
| * Takes appropriate initiative and works in a proactive manner.
* Takes responsibility for own work.
* Excellent people skills - professional, approachable, trustworthy and inspires confidence.
* A positive and flexible approach to work.
* Uses own initiative and manages time effectively.
* Good organisational skills.
* Tact and discretion for dealing with sensitive and confidential information.
* Professional, calm and efficient manner.
* A strong commitment to safeguarding as an essential part of the church’s work.
* Able to work flexible hours, including occasional evening and weekend work as negotiated with the Head of Safeguarding
* Ability to travel around the diocese.
* Sympathy with Church of England ethos and values
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| **Work-related*** Flexibility to travel around the diocese (Cumberland and Westmorland & Furness), including attendance at evening and weekend events
* Works competently with Microsoft Office & 365 IT suite
* Comfortable with remote working
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| **Benefits**  |
| **Salary**  | £39,284 FTE |
| **Pension**  | a non-contributory, deﬁned contributions scheme (employer’s contribution is 15% of salary) |
| **Car**  | mileage paid at 45ppm  |
| **Office Provision**  | office space in Church House, Penrith |
| **IT & Mobile phone** | laptop and smartphone with remote access to email  |
| **Working Expenses** | fully-funded as appropriate |
| **Other benefits**  | * 34 days annual leave incl bank holidays (pro-rata for part time employees)
* 35 hrs a week flexi-time system in operation

time off in lieu for additional hours worked |
| Any offer of employment is subject to:* Two references (one must be current employer)
* Health Check
* Right to work check
* Enhanced DBS check
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