

Job Description

Job Title:	Assistant Diocesan Safeguarding Adviser
Benefits:	Contributory pension scheme
Hours of Duty:	35 hours per week. The post holder will be required to work flexibly. The post requires an occasional on-call role and will include some phone calls and meetings outside of normal office hours.
Annual leave	25 days holiday per annum, plus statutory bank holidays and discretionary Christmas holiday.
Office Location	<p>At present your main place of work will be Diocesan House, Dereham Road, Easton, NR9 5ES.</p> <p>To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.</p>
Accountable to:	<p>The Bishop of Norwich</p> <p>For line management purposes the post is currently responsible to the Archdeacon of Norfolk on behalf of the Diocesan Safeguarding Advisory Panel.</p>
Reporting to:	The Diocesan Safeguarding Adviser.
Key Working Relationships:	
Internal:	<ul style="list-style-type: none">• Diocesan Safeguarding Adviser and safeguarding team• Bishop of Norwich and the Senior Staff Team• Independent Chair of the Diocesan Safeguarding Advisory Panel• Licenced clergy and those in Authorised Ministry• Parish Safeguarding Officers
External Statutory Agencies:	<ul style="list-style-type: none">• LADO (Local Authority Designated Officers)• Local Authority Adult and Children Services• Police and Public Protection Officers

JOB SUMMARY / BACKGROUND:

To support the Diocese in the development of its safeguarding arrangements and good practice in creating a healthy culture for all. To ensure 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 ensure that those that pose a risk are appropriately managed and supported. To advise the Diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance, national policy, and guidance from the House of Bishops. To work collaboratively with the National Safeguarding Team.

MAIN DUTIES AND RESPONSIBILITIES:

1. Casework

Management of new and existing cases as directed by the Diocesan Safeguarding Adviser (DSA).

Respond to requests for advice, information, and guidance for all individuals in the Diocese who are concerned about both the welfare of vulnerable people (children, young people, and adults at risk) as well as concerns about adults whose behaviour may pose a risk.

Under the guidance of the DSA take the lead in responding to serious situations following the Responding to, Assessing, and Managing Safeguarding Concerns or Allegations Against Church Officers Practice Guidance (2017).

Attend safeguarding core groups set up by the Diocesan Safeguarding Team to make decisions with senior managers and officers in relation to managing complex cases.

Provide advice, information and identify support for those who are victims or survivors of abuse.

Liaise with statutory agencies including the Local Authority Designated Officer, the police, the MASH team, and the probation service on relevant cases.

Attend strategy meetings and child or adult protection conferences as requested by the DSA.

Keep and maintain accurate records and files in relation to case work, ensuring that the records are suitable for admission in legal proceedings.

2. Risk assessments

Undertake 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 Disclosure and Barring Service (DBS) certificate. Ensure that these assessments are in line with national guidance.

Contribute to the drawing up and regular review of safeguarding agreements to enable individuals about whom there is a child or adult safeguarding concern to worship whilst protecting children or adults from any potential risk.

Undertake initial fact finding relating to any concerns that have been raised about inappropriate behaviour towards a child or an adult at risk. This includes non-current allegations of abuse. To ensure allegations of abuse are reported to the statutory agencies.

Provide guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves.

3. Parish, Cathedral and Linked Partners Support

Support parishes and partners during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.

Undertake safeguarding audits of parishes and partners, identify areas for development and support in implementing these.

Build professional relationships with parishes and all linked partners.

4. Training

Contribute to facilitating safeguarding training to clergy and lay people in line with the National Safeguarding Training Programme alongside the Diocesan Safeguarding Trainer.

Engage in professional supervision and continual professional development.

5. Teamwork

Work collaboratively with the Diocesan Bishop, senior staff team, Diocesan Safeguarding Advisory Panel on progress with safeguarding arrangements.

Engage with the National Safeguarding Team and attend national events.

This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification:

This section details the attributes which are required to undertake the full remit of this post.

Key: AF – Application Form, I – Interview, T – Task

Attributes	Essential	Desirable	Means of Assessment
<p>Qualifications: A relevant professional qualification or equivalent (for example social care or criminal justice) with current professional registration, where applicable.</p>	x		AF
<p>Experience of:</p>			
Safeguarding working with children, young people, or adults at risk at senior practitioner level.	x		AF, I
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.	x		AF, I
Keeping and maintaining safeguarding records and safeguarding administration.	x		AF, I
Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.	x		AF, I
Child or adult safeguarding in a church/faith context.		x	AF, I
<p>Ability to:</p>			
Identify and assess key issues in the field of safeguarding children and adults. Analyse complex situations and advise appropriately.	x		AF, I
Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors.	x		AF, I
Deal sensitively and appropriately with confidential information.	x		AF, I
Sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.	x		AF, I
Keep up to date with legislative developments in the field.	x		AF, I

Some understanding of the Church of England and its structures, including the legal framework. The post holder must not have a conflict of interest which will impact on undertaking the safeguarding role.		x	AF, I
Knowledge and Skills:			
Effective verbal and written communication skills.	x		AF, I, T
Knowledge of general IT systems and applications including spread sheets, word processing, power point and database.	x		AF, I, T
Excellent attention to detail.	x		AF, I, T
Current knowledge of Safer Recruitment.		x	AF, I
Personal qualities:			
Professional, friendly, and approachable particularly when under pressure.	x		AF, I
A strong commitment to safeguarding as an essential part of the church's work.	x		AF, I
Willingness to work on own initiative and be accountable.	x		AF, I
Able to work flexible hours, including evening and weekend work as negotiated with the Diocesan Safeguarding Adviser.	x		AF, I
Own vehicle which will need to be used for work, and clean driving licence.	x		AF, I

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

The post holder will be required to undergo an Enhanced Disclosure and Barring Service check.

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd, especially with regard to the Diocesan Central Services Review.

March 2021