

Job Description

Job Title:	Diocesan Safeguarding Trainer
Benefits:	Contributory pension scheme
Hours of Duty:	28 Hours per week (the post will require some weekend and evening work)
Annual leave	25 days holiday per annum pro rata, plus statutory bank holidays and discretionary Christmas holiday.
Office Location	At present your main place of work will be Diocesan House, Dereham Road, Easton, NR9 5ES. To ensure the best service to the needs of the Diocese your base maybe moved within the Diocese.
Accountable to:	The Bishop of Norwich For line management purposes the post is currently responsible to the Archdeacon of Norfolk on behalf of the Diocesan Safeguarding Advisory Panel.
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• Safeguarding Administrator• Licenced clergy and those in Authorised Ministry• Parish Safeguarding Officers
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JOB SUMMARY / BACKGROUND:

To develop, co-ordinate and deliver Safeguarding Training to Clergy, Employees and Volunteers within the Diocese of Norwich working with the Diocesan Safeguarding Team in accordance with the Diocesan Training Strategy and the National Learning and Development Framework.

MAIN DUTIES AND RESPONSIBILITIES¹:

1. To plan and deliver training in line with the National Learning and Development Framework and the Diocesan Safeguarding Training Strategy.
2. To maintain familiarity with National and Diocesan safeguarding policies and procedures.
3. To maintain and update own knowledge in relation to training and safeguarding (Children and Vulnerable Adults) as it applies to this post.
4. To deliver training in conjunction with Diocesan Safeguarding Advisors
5. Where agreed, to co-ordinate volunteers and others to contribute to training.
6. Working with the Safeguarding Training Administrator, to make arrangements for training including booking venues, promoting, and advertising training, ensuring appropriate facilities are available, and ensuring training materials are available.
7. To liaise with Parishes, the Children, Youth and Families Department and others as directed, regarding the provision of training.
8. To ensure databases for recording attendance and other training related information are maintained.
9. To collate and evaluate feedback information and other training data and produce reports as requested including to the quarterly Diocesan Safeguarding Advisory Panel.
10. To develop the annual Diocesan Training Strategy.
11. To report any safeguarding concerns raised by attendees at Safeguarding training to the Diocesan Safeguarding Adviser.
12. To attend national and regional meetings and training events as relevant to the post.
13. To attend continuing training and professional development.
14. To attend Staff meetings.

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
Experience of:			
Providing high quality training within a safeguarding context.	x		AF, I
Managing and implementing a training programme.	x		AF, I
Key Legislation and Statutory Safeguarding Frameworks in working with either children or Vulnerable adults	x		AF, I
Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.	x		AF, I
Responding to safeguarding concerns relating to Children or Vulnerable adults.		x	AF, I
Ability to:			
Deliver training in an accessible way to a diverse audience	x		AF, I
To use a facilitative approach and have an understanding of adult learning	x		AF, I, T
To implement and develop training within the particular context of the Church of England.	x		AF, I
Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors.	x		AF, I
Respond sensitively and appropriately with survivors of abuse	x		AF, I
Respond effectively to challenge from those attending training.	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
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 some 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 a 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