****

**JOB TITLE:**  Safeguarding Support Officer

**EMPLOYER:** Peterborough Diocesan Board of Finance

**DEPARTMENT:**  Safeguarding

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

**JOB PURPOSE**

The Safeguarding Support Officer will be a key member of the Safeguarding Team for the Diocese of Peterborough. They will provide high quality administrative support for a range of safeguarding activities and meetings including the Diocesan Safeguarding Advisory Panel (DSAP).

The Safeguarding Support Officer will also support Parishes with developing their use and understanding of the Parish Dashboard. This is a new role within the Safeguarding Team and it is an exciting opportunity to develop and support safeguarding activities and ensure that the Diocese of Peterborough continues to be a safe place to live, worship and work.

**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.

**JOB RESPONSIBILITES**

**Administrative Support for Safeguarding Activities**

* Manage and triage the Safeguarding@ email inbox; responding promptly and signposting people as appropriate.
* Answer telephone calls to the Safeguarding Team and provide a good level of customer service.
* Respond sensitively to people making contact who may be victim/survivors of abuse.
* Maintain accurate records of safeguarding activities on the MyConcerns database in accordance with recording protocols and good practice guidance.
* Monitor and assist in the management of DBS applications.
* At the direction of the Diocesan Safeguarding Officer or others in the team research, collate and compile information for meetings, casework and projects.

**Administrative Support for Meetings**

* Produce accurate minutes for safeguarding meetings; including team meetings, meetings with clergy, other professionals, the Diocesan Safeguarding Advisory Panel (DSAP) and others as required.
* Provide occasional support in transcribing audio recording from meetings.
* Assist in the scheduling of meetings.

**Parish Support**

* Actively promote the Parish Safeguarding Dashboard to Parishes, encouraging sign up and use by all parishes.
* Take the lead in administering the Parish Safeguarding Dashboard, offering advice and support to parishes in their use of it to provide the Diocese with a full picture of safeguarding practice across the Diocese. (Training on the Parish Dashboard can be provided to the post holder).

**General Support and Responsibilities**

* Maintain the highest level of confidentiality and GDPR .
* Engage in professional supervision and part of our commitment to staff welfare.
* In collaboration with the Diocesan Safeguarding Officer and the Diocesan Communications Manager ensure that safeguarding content on the diocesan website is maintained and updated.
* Bring a proactive problem-solving approach to ensure administration processes are efficient and effective.
* Undertake any other duties that are commensurate with the role.

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

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **QUALIFICATIONS** |  |  |
| English and Match GCSE (or equivalent) at grade C (level 5) or above. | X |  |
| Qualifications related to professional administration |  | X |
| **KNOWLEDGE AND EXPERIENCE** |  |  |
| Previous experience of providing administrative support as part of a busy team. | X |  |
| Proven ability to write detailed and accurate minutes of meetings involving complex matters. | X |  |
| Experience of safeguarding activities and working within a safeguarding environment. |  | X |
| An ability to prioritise work and be flexible to changing team needs. | X |  |
| Evidenced proficiency in the Microsoft Office Suite, and competency in using case file databases. | X |  |
| Experience of working in a environment with confidentiality and GDPR considerations. |  | X |
| **PERSONAL QUALITIES** |  |  |
| Represents the team and the Diocese in a professional was 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 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 |  |
| 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.

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

**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.

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.

**Renumeration:**

* Salary: £26,000pa
* Pension:10% non-contributory pension
* Annual Leave: 25 days per year plus Public Holidays and Christmas / New Year closure

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