

THE DIOCESE OF PETERBOROUGH
ASSISTANT DIOCESAN SAFEGUARDING ADVISER
JOB PROFILE

JOB TITLE:	Assistant Diocesan Safeguarding Adviser
LOCATION:	Peterborough Diocese
CONTRACT TYPE:	Full time – 35 hours a week
ACCOUNTABLE TO:	Diocesan Safeguarding Adviser
SALARY:	£36,000

JOB SUMMARY:

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

KEY RELATIONSHIPS:

It is essential that the Assistant Diocesan Safeguarding Adviser forms excellent working relationships with: the Diocesan Bishop, the Bishop's delegated safeguarding lead and senior staff, the independent chair of the Diocesan Advisory Safeguarding Panel, the Dean and senior Cathedral staff, those in licenced and authorised ministry, deanery/parish safeguarding officers, relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the police.

MAIN DUTIES AND RESPONSIBILITIES:

Under the supervision of the DSA

1. Undertake safeguarding casework on behalf of the Diocese of Peterborough and ensure all work is recorded in line with the House of Bishop safeguarding policy and guidance.

2. Offer the Diocese of Peterborough professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishop safeguarding policy and guidance. To promote good practice.
3. Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or adult in need of care and support has suffered abuse or is at risk of suffering abuse.
4. Give advice and guidance to the bishop and other church officers on safeguarding matters. To report to the Bishops senior staff team and other diocesan bodies on the progress of safeguarding arrangements.
5. Give advice, information and support to victim/survivors of abuse and ensure the diocese responds well to those who have suffered abuse.
6. Undertake risk assessments.
7. Deliver safeguarding training across the Diocese.
8. Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops.
9. Give advice, information and support to Parochial Church Council's (PCC) and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance.
10. Contribute to the work of the Diocesan Safeguarding Advisory Panel.
11. Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the DSA and, in turn, the National Safeguarding Team.
12. Ensure that records are kept that are accessible, accurate, securely held and able to be analysed.
13. Work collaboratively with the National Safeguarding Team and attend national events and activities.
14. Engage in professional supervision and continual professional development.
15. Proactively seek opportunities to review safeguarding administrative processes. Ensuring processes are efficient and effective and evolve using technology solutions where appropriate.

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 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:

Qualifications and Training	Essential	Desirable
Educated to degree level or equivalent.		✓
Relevant professional qualification or equivalent (for example social care or criminal justice).	✓	
Training accreditation in child or adult protection with the ability to demonstrate transferrable knowledge across the client groups		✓

Knowledge & Experience	Essential	Desirable
Extensive experience of safeguarding of children and adults in the voluntary or statutory sector.	✓	
Experience of developing and delivering training in response to need and in line with best practice.	✓	
Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults.	✓	
Experience in completing risk assessments relating to offenders/offending behaviour/those who may pose a risk.	✓	
Experience of managing safeguarding situations as part of a caseload.	✓	
Experience and understanding of safeguarding procedures in relation to children and adults.	✓	
Knowledge of the effects of abuse in respect of individuals, children, families and the community.	✓	
Knowledge of the statutory safeguarding processes and statutory framework in relation to children and adults		✓
Understanding the principles of safer recruitment.		✓
Knowledge of the structure and mission of the Church of England.	✓	
Experience of working with victims or survivors of abuse, including adults with mental health issues.	✓	
Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.	✓	
Experience of working in a challenging environment demanding, resilience and determination.	✓	
Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults.		✓

Skills and Aptitudes	Essential	Desirable
Working knowledge of using IT and the Microsoft Office Suite, specifically Microsoft PowerPoint and Microsoft Excel.	✓	
Ability to make effective use of line-management supervision.	✓	
Strong written and verbal communication skills.	✓	
Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk.	✓	
Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.	✓	
Ability to produce clear written records, reports and risk assessments.	✓	
Ability to work independently.	✓	
Ability to proactively problem solve to ensure safeguarding processes continually evolve to be efficient and effective through utilizing technology solutions where appropriate.	✓	

Personal Attributes	Essential	Desirable
High levels of enthusiasm and self-motivation and be willing to challenge stereotyping, prejudice, discrimination and bias.	✓	
Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.	✓	
Collaborative and supportive attitude when working within a team.	✓	
A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues	✓	

Other Requirements	Essential	Desirable
Hold a clean driving licence and have access to a private car with insurance for travel on business purposes.	✓	
Flexibility in being able to work some evenings and some weekends.	✓	
Willingness to travel across the Diocese, including hours of darkness.	✓	
Attend meetings, training or events regionally, provincially and nationally.	✓	

OUTLINE OF TERMS OF EMPLOYMENT:

Role: Assistant Diocesan Safeguarding Adviser

Responsible to: Diocesan Safeguarding Adviser

Salary: £36,000. Any changes to this figure will be made by letter. Payment is monthly on the 20th of each month.

Contract: 35 hours a week

Hours: The normal hours are 09:00 to 17:00 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. The post holder may also be required to work additional hours to meet the reasonable requirements of the role.

Payment for overtime will not normally be made as the role holder is expected to work such additional hours as are reasonably necessary for the effective performance of their duties. Time off in lieu may be taken at a time to be agreed with their line manager.

Probationary period: Employment is subject to a six-month probationary period. After one month's service and for the remainder of the role holder's probationary period employment may be terminated by either party with notice of one week in writing. The Board reserves the right to extend the probationary period should a satisfactory standard of performance not have been achieved.

Place of work: The main place of work will be The Diocesan Office, The Palace, Peterborough, PE1 1YB. The role holder will be required to attend other parts of the Diocese regularly as part of their role.

Pension: Subject to meeting the eligibility criteria the role holder will be automatically enrolled into the Board's non-contributory pension scheme.

Annual Leave: The holiday year is from 01 January to 31 December each year.

The initial annual entitlement is 25 working days with pay per year. After 10 years' continuous service at the start of the holiday year the entitlement is increased to 30 days per annum. An additional three days' leave will be allocated by the Board to be fixed around the Christmas period each year. Details of these additional days will be notified prior to the end of January each year.

Expenses: Mileage and working expenses are paid at Diocesan rates.

Pre-employment checks: Your contract is subject to two satisfactory references and the completion of a confidential self-declaration form and dependent on a clear Disclosure and Barring Service certificate.