

Assistant Diocesan Safeguarding Officer

JUBILEE HOUSE
Diocese of Southwell & Nottingham



VISION

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence of Courage. A key aspect of that vision is the articulation of 7 Areas of Focus which healthy churches attend to: Inspiring Worship, Reaching Younger, Enhancing Diversity, Growing Leaders, Enabling Commitment, Encouraging Generosity and Nurturing Prayer. [Watch our vision video here.](#)

ROLE PROFILE

The Diocese has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage. This role will enhance safeguarding for the Diocese and the Diocesan Safeguarding Team (DST) and parishes in serving and equipping the Diocese to live out this vision safely.

The Assistant Diocesan Safeguarding Officer will be a key member of the Safeguarding Team. They will support Parishes and the Diocese with safeguarding activities and, advice and guidance, to ensure that the Diocese of Southwell and Nottingham continues to be a safe place to live, worship and work. The Assistant Diocesan Safeguarding Officer will be a dynamic and compassionate individual with responsibility for a caseload which is managed in line with the law, national statutory guidance and policy set by the House of Bishops and National Church of England Safeguarding Team.



TERMS OF EMPLOYMENT

Title	Assistant Diocesan Safeguarding Officer
Reports to	Diocesan Safeguarding Officer
Location	Jubilee House Southwell, with travel as required throughout the diocese and beyond
Working hours	35 hrs/week
Salary	Grade 3: £50,926 to £54,079 (depending on skills and experience)
Pension contribution	Employer contribution of 10%
Annual leave	25 days + bank holidays and 5 company-wide discretionary days

KEY RELATIONSHIPS

Internal:

The post holder is an employee of the Diocesan Board of Finance (DBF) and reports to the Diocesan Safeguarding Officer. Key internal relationships include: Chief Executive, the Bishop of Southwell and Nottingham, Bishop of Sherwood, Archdeacon's, members of Diocesan Safeguarding Advisory Panel (DSAP) including the DSAP Independent Chair and the safeguarding team.

External:

Local Authority Designated Officer, police, statutory agencies including the Multi-Agency Safeguarding Hub (MASH) team and the probation service, local charities and communities across the diocese. Also, networks with the Church of England National and other Diocesan Safeguarding teams.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Undertake safeguarding casework on behalf of the Diocese of Southwell and Nottingham DST and ensure all work is conducted in line with the Church of England policies.
- Offer guidance and advice to Parishes on their safeguarding enquiries and referrals.
- To form and maintain productive, professional relationships with parishes, clergy, senior clergy, parish volunteers and parish safeguarding officers (PSOs) in order to promote good safeguarding practice.
- Work collaboratively with other agencies, both statutory and non-statutory, to ensure that there is an effective safeguarding response to children and vulnerable adults.
- Ensure appropriate pastoral support is arranged for those affected by abuse and/or safeguarding situations as appropriate. Commit to responding well to those who have experienced abuse.
- Manage, investigate, lead and conclude designated cases. This includes where allegations are made against Church Officers.
- Undertake risk assessments on offenders and those that may pose a risk that want to worship, volunteer or work in Churches across our Diocese.
- Compile Safeguarding Agreements in relation to those where a risk is identified; monitor and review these as necessary in collaboration with the Parish.
- Complete risk assessments of individuals with disclosures on their Disclosure and Barring Service (DBS) certificates.
- Maintain accurate records of safeguarding activities on the MyConcern database in accordance with recording protocols and good practice guidance.
- Commit to continuous professional development and undertake training, as applicable, to maintain an up-to-date understanding of National and Local Safeguarding policy and best practice. Share and apply this knowledge across the team and Diocese.
- Work collaboratively with the National Safeguarding Team and attend national events and activities as applicable.
- Engage in professional supervision, which we provide, as part of our commitment to staff welfare. Commit to continuous professional development and complete all required training as applicable.
- Ensure that the principles of GDPR, confidentiality, health and safety and safeguarding are adhered to in all aspects of your work.
- Support with the delivery of safeguarding training when required
- As and when required to deputise for the Diocesan Safeguarding Officer (DSO).
- Support with the development and implementation of processes, policies and procedures.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Relevant Professional qualification or equivalent (i.e. Social Work, Probation, Police etc.)
- English and Math GCSE (or equivalent) at grade C (level 5) or above.

Desirable

- Qualifications related to safeguarding children and adults
- Educated to Degree Level or equivalent

KNOWLEDGE & EXPERIENCE

Essential

- Experience of safeguarding children and/or adults in a voluntary or statutory sector.
- Experience in risk assessment and risk management in relation to offenders/offending behaviours and those that may pose a risk.
- Experience of applying policy, procedure and good practice in relation to the safeguarding of children and/or adults.
- Knowledge of trauma informed practice and experience of applying this to safeguarding work.
- Experience of effectively managing a caseload.
- Experience of working with victims/survivors of abuse and individuals with lived experience of trauma.
- Experience of working in a challenging environment demanding resilience and self-awareness.
- Experience of multi-agency working including with statutory and non-statutory agencies
- An ability to prioritise work and be flexible to changing team needs and priorities.
- Proficiency in the Microsoft Office Suite, including Sharepoint, and competency in using case file databases.
- Experience of working in an environment with confidentiality and GDPR considerations.

Desirable

- Knowledge of local authority safeguarding processes and statutory frameworks.
- Knowledge of the principles of safer recruitment.
- Knowledge of the structure and mission of the Church of England.

PERSONAL QUALITIES

Essential

- High levels of enthusiasm and self-motivation with a willingness to challenge stereotyping, prejudice, discrimination and bias.
- Able to represent the team and the Diocese in a professional way with honesty and integrity in line with expected standards of conduct.
- Good organisational and planning skills; able to work unsupervised and collaboratively as part of a team.
- Able to build professional interpersonal relationships with people in a wide range of roles.
- Recognises the impact of their own actions and behaviours upon others; demonstrates emotional intelligence.
- Ability to effectively utilise professional supervision.
- Performs all duties in a safe manner, ensuring the safety and well-being of self and others.
- A clear communicator, both verbally and in writing and able to demonstrate diplomacy, sensitivity, and patience.
- Ability to learn quickly, have an enquiring mind, and provide a solution focused approach to problem solving.
- Ability to manage multiple tasks and deliver on time with a clear attention to detail.
- Hold a driving licence and have access to a private car with insurance for travel on business purposes.
- Must be comfortable working in a Church environment and empathic to the values of the Church of England.





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