

DIOCESE OF SALFORD

Job Title:	SAFEGUARDING OFFICER		
Department:	Department for Safeguarding		
Reporting to:	DIRECTOR OF SAFEGUARDING		
Accountable to:	Bishop of Salford Trustees of the Diocese of Salford Chair of the Independent Safeguarding Commission		
Responsible for:	Designated members of the Safeguarding Team Volunteer Parish Safeguarding Representatives Consultants/contractors/suppliers and partner charities		
Location:	Cathedral Centre, Salford – travel around the Diocese will be required along with occasional overnight travel to support aligned organisations.	Travel Required:	Yes.
Level/Salary Range:	£42,000-£45,000 per annum	Position Type:	Full-time
Hours of Work:	35 hours per week, flexible working will be required to include evening and weekend work.	Holidays	25 days per annum plus 8 days bank holidays plus 5 closure days per annum (1-day Maundy Thursday and 4 days over the Christmas/New Year period)

Job information

The Catholic Church in England and Wales is striving towards a culture of safeguarding where all are safe from harm and abuse and where every person is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the prayerful, caring, nurturing, supportive and protective endeavours of the Catholic community, both individually and collectively.

As part of this work, the Diocese of Salford has made significant investments to the work of the Diocesan Safeguarding Team to enable them to support the Church undertake appropriate steps to maintain a safe environment for all.

Job Purpose:

Working under the leadership of the Director of Safeguarding, the Safeguarding Officer will provide appropriate knowledge, leadership and professional advice to the Diocese as a whole,

including the Bishop, Safeguarding Commission and Diocesan Trustees to support them in their work of safeguarding children and vulnerable adults.

The post-holder will provide a significant contribution to the implementation of policies and procedures across the diocese to promote and encourage the highest standards of protection for vulnerable groups and the creation and maintenance of a safe environment, reducing the likelihood and opportunities for abuse to occur.

The post-holder will co-ordinate specific areas of responsibility for safeguarding in the diocese, in particular the engagement with those Religious Orders or Congregations which are aligned to the Salford Catholic Safeguarding Commission. The post-holder will work to foster collaboration and constructive engagement with clergy and lay people, other employees and volunteers. This is a vital role in ensuring the Church's commitment to children and adults at risk of harm.

They will be the lead officer in responding to and dealing with complex allegations management cases and the management of safeguarding plans.

Job Description:

Policy and practice

- Contribute to and assist in the development of policies and procedures and development of robust systems and processes to prevent abuse within the Church environment;
- Work to ensure the effective implementation of these policies and procedures through ongoing management and monitoring.
- Develop and maintain secure systems in relating to the acquisition and storage of personal and/or sensitive information.

Safe recruitment

- Be responsible for the safer recruitment aspects for clergy, religious, employees and volunteers involved in working with children and adults at risk of harm, ensuring compliance with appropriate standards and maintenance of recording systems.
- Work closely with the Catholic Safeguarding Advisory Service (CSAS), acting as a counter-signatory for enhanced disclosures for the Disclosure and Barring Service on behalf of CSAS as the registered body.
- Conduct Risk Assessments for any individual with a blemished DBS check or self-declaration.
- Have involvement with the recruitment of Safeguarding Representatives, providing support as well as advice and guidance when concerns are raised or allegations made.

Allegations management

- Respond to allegations and concerns about the protection of children and vulnerable adults, implementing the appropriate policies and procedures to prevent abuse within the Church, engaging with relevant external statutory bodies.
- Inform, advise and collaborate with the Bishop of Salford (or Congregation Leader for aligned Religious Orders) and the Salford Catholic Safeguarding Commission on appropriate practice in managing all matters relating to concerns and allegations of abuse including effective communication.
- Make referrals to (and from) the Police or Children's Social Care Services/Adult Social Care and -maintain regular updates.

Safeguarding Plans

- Undertake appropriate work to establish and maintain 'Safeguarding Plans' and commission preliminary enquiries or risk assessments, where necessary.

Training

- Deliver induction and subsequent regular training to clergy, seminarians (for diocesan activities), employees, Safeguarding Representatives and volunteers as required.
- Ensure national training standards are met, in line with national policy by CSAS.

Leadership and Management

- Assist in the delegation and oversight of the administrative function within the Safeguarding Office.
- Oversee key projects as designated e.g. 'Healing through Community' the diocesan support project delivered through partnership with Survivors Manchester and Greater Manchester Rape Crisis, to identify the needs of those affected by abuse and develop a proactive approach in responding to survivor and victim support.
- Contribute to ensuring the effective control and deployment of resources, including compliance with diocesan policies and procedures the 'best value' approach for the deployment of diocesan resources.
- In association with other departments, ensure the compliance with policies and procedures for the safety and health of all employees and develop and foster a positive workplace environment committed to the continuous improvement, effectiveness and sustained performance of all members of the Safeguarding Office.

Communicating and informing

- Prepare or contribute to the preparation of clear, transparent, regular reports to various stakeholder groups including trustees, Safeguarding Commission Members and other agencies to assess performance and areas for action.
- Liaise with Diocesan Solicitors and Insurers regarding potential or received claims.
- Maintain active dialogue with statutory agencies including the Police and relevant social care agencies.

Collaborating and partnering

- Work closely with the Safeguarding Commission, helping to prepare meetings, ongoing liaison with the Chair, attendance at Safeguarding Commission meetings.
- Support the Vicar General in managing safe practices of Religious Orders and Congregations who minister within the diocese.
- Support and advise Diocesan Heads of Department on safeguarding matters (as directed by the Director of Safeguarding).
- Work in conjunction with statutory agencies and other partner agencies as appropriate.
- Complete any other general duties as reasonably required by the Bishop, Vicar General and Director of Safeguarding which are compatible with the role.
- Provide comprehensive safeguarding support to those responsible for the management of clergy, religious, lay people and volunteers as appropriate.
- Signpost enquiries to support services as appropriate.

Developing self and team

- Keep up-to-date with best practice developments for safeguarding, including attending CSAS national safeguarding meetings (as directed by the Director of Safeguarding).

- Engage in continuing professional development (CPD) and where applicable maintain professional registration requirements.

Other duties / developments

- The Diocese wishes to ensure that maximum coverage throughout the year is achieved by the Safeguarding Office to enable swift response to allegations or concerns. Therefore, the post-holder will be expected to participate as part of a team approach to this 'rota' including ensuring that annual leave is planned in advance to avoid gaps in coverage.

Conclusion

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder.

This is a senior post within the Diocese and the post holder will understand that natural evolution in a role will occur, especially in relation to changes in government policy, legislation, the wider safeguarding landscape and that they will be required to respond accordingly. Additionally, the post holder will also understand that it comes at a time of great change for the diocese as a whole and they will be expected to model behaviours to colleagues and others so as to ensure the highest standards of service provision to all stakeholders across the diocese.

PERSON SPECIFICATION

Skills/qualifications:

Education and professional knowledge

The post holder will:

- Be educated to graduate level or above, with substantial evidence of continuing personal/professional development.
- Have a willingness to undergo further training and formation at a senior level.
- Have a highly developed knowledge of and ability to manage high level risk and decision making.
- Have a good understanding of and ability to identify the various forms of abuse and neglect and their impact on children and adults at risk of harm.
- Be able to demonstrate a high degree of knowledge, skills and competencies to demonstrate that they can undertake the role with competence.
- Have suitable knowledge of the legal and procedural framework for the protection of children and adults at risk of harm.

They may have:

Skills and abilities:

The post holder will:

- Be able to work within an environment with an appropriate degree of sensitivity to the values, principles and ethos of the Diocese of Salford and members of the Church in all aspects of their work.
- Have the ability to inspire confidence of fellow professionals, influence safeguarding representatives, safeguarding leads, heads of department and members of clergy.
- Have the ability to work independently and as part of a team.
- Have evidence of demonstrating sound professional judgement and diplomacy.
- Be able to demonstrate vision, courage and a commitment to the common good through the service of safeguarding.
- Have excellent communication skills both orally and in writing to provide detailed written reports.
- Have excellent interpersonal skills, including negotiation skills to influence stakeholders and partners and resolve conflict.
- Be highly motivated, resilient and tenacious.
- Positively model behaviours to a wide diverse range of individuals and groups to motivate and enable.
- Have sound analytical skills and ability to use and interpret data to different audiences.
- Demonstrate sensitivity, respect and compassion for survivors of abuse and those affected by abuse to reflect the ethos of the Catholic Church in their approach.

Experience:

The successful candidate will have:

- A minimum of 5 years professional safeguarding-related experience obtained in a relevant professional background.
- Demonstrable record of leading, motivating and managing teams and/or programmes to ensure sustained quality of the service provided by the Safeguarding Team.

- Evidence of working collaboratively with others.
- Evidence of successful practical work within a safeguarding setting.
- Evidence of ongoing professional development and formation.
- Experience of working with statutory authorities with a good understanding of Local Authority and national governmental structures and safeguarding landscape.
- Evidence of effective handling of allegations made which affect the safeguarding of children and adults.

Other skills, qualities and characteristics:

The successful candidate will:

- Be willing to participate in ongoing training and continuing their professional development to enhance skills.

Other requirements

- Able to work flexibly to respond to the needs of the key stakeholders.
- Able to work effectively, both independently and collaboratively.
- Able to undertake any travel in connection with the post.
- Able to use current IT systems.
- Able to manage life/work balance in self.
- Contribute to the development of policies and procedures to meet current and emergent needs across the organisation as part of a senior leadership team.

References and Reports

- Two professional references will be required.
- References will confirm professional and personal knowledge, skills and abilities as referred to above.
- This position is subject to an Enhanced Disclosure by the Disclosure and Barring Service.

A high level of understanding of safeguarding legislation and practice is essential for this position. Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met and of advancing the governance structures in relation to safeguarding responsibilities. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be sympathetic to the aims and the ideals of the Catholic Church.

Other Information:

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate

security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children, adults at risk of harm and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse; taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Driving: A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.

Compiled By:	D Lundergan	Date:	October 2018
Reviewed By:	P O'Dowd	Date:	December, 2018
Reviewed By:	D Lundergan	Date:	January 2020

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures which can be accessed via <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Parish/Location:	