



Department for Safeguarding Application Pack: Interim Safeguarding Coordinator



Enquiries:

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Introduction

We are looking for a committed individual to help lead our Diocesan Safeguarding Team through a period of transformation.

You will be crucial to the most important aspect of delivering the mission of the Church in the diocese - protecting the vulnerable. You will be responsible for effective allegation management, implementation of policies, strategies, and examples of good practice.

Our Safeguarding Department is essential to all that we do in the diocese and we are lucky to have a fantastic set of committed groups of Safeguarding Parish Representatives, diocesan volunteers and clergy who work hard to help us create a safer environment across our parishes and varied activities.

Our work with Survivors includes a ground-breaking Healing Through Community project which provides help and practical support to those who are dealing with the impact of abuse. We were the first diocese to undertake a project like this, working with key partner agencies.

You will act as the Interim Designated Safeguarding Lead for the organisation (i.e. as in other dioceses fulfil the role of 'Safeguarding Co-ordinator' according to national procedures), provide senior leadership and management of a service, ensure excellent standards and arrangements are in place to protect and safeguard vulnerable groups. You will be responsible for overseeing the team during the transition period whilst a strategic review of the Safeguarding Department's structures and processes is undertaken by the diocese.



The Catholic population of this area is 260, 895 (November 2019) and Mass attendance figures stand at 36,860 for 2019. The diocese is divided into eight separate administrative areas called deaneries. The deaneries are further divided into 110 parishes. There are 208 catholic schools and colleges across the diocese.

The current Bishop of Salford is the Rt Rev John Arnold and our main offices are based next to Salford Cathedral on Chapel Street. The Bishop appoints parish priests who act as the responsible local officials, with both canonical responsibilities and civil law requirements within their diocese.

We also have over 9000 volunteers that assist with the varied demands of diocesan and parish life. In a typical parish volunteers contribute in a variety of ways, whether through pastoral work such as assisting in the religious life of the church, visiting sick, elderly or infirm parishioners, providing administrative support, acting as local safeguarding representatives and keeping church and parish property clean and well-maintained. At a broader level, volunteers support wider diocesan events and initiatives including the annual pilgrimages to Lourdes and Walsingham and missionary activities such as Hope in the Future.





Details

Appointment Type: 6-12 months fixed-term contract.

Working hours: 35 hours per week, flexible working will be required to include evening and weekend work.

Location: Cathedral Centre, 3 Ford Street, Salford, M3 6DP. travel around the diocese will be required, along with occasional overnight travel to support aligned organisations.

Salary, pension, and benefits: £46,350 - £49,651 dependent on skills and experience. 25 days holiday per year plus statutory bank holidays and five closure days (Maundy Thursday and four over the Christmas and New Year period).

Overview and job purpose

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.

The Interim Safeguarding Co-ordinator is a significant role within the Diocese and represents one of the most important aspects central to ensuring the effective mission of the Church in the diocese - protecting the vulnerable.

The post holder will act as the Interim Designated Safeguarding Lead for the organisation (i.e. as in other dioceses fulfil the role of 'Safeguarding Co-ordinator' according to national procedures), provide senior leadership and management of a service, ensure excellent standards and arrangements are in place to protect and safeguard vulnerable groups.

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Overview and job purpose (continued)

They will be responsible for overseeing the team during the transition period whilst a strategic review of the Safeguarding Department's structures and processes is undertaken by the diocese.

In particular, the Interim Safeguarding Coordinator will:

- Work with the COO to provide direction, deliver change and improvements and make effective decisions to support and inspire confidence in the Safeguarding Team.
- Engage with diverse groups, ensure effective communication, build capabilities for all engaged in activities with vulnerable groups in the Diocese.
- Ensure the effective, efficient management of resources to deliver a high-quality service and best value for money.





Job Description

Leadership and Management

The Interim Safeguarding Coordinator will:

- Develop and foster a strong working relationship with the Chief Operating Officer and members of the Department for Safeguarding to ensure the effective management of the Department.
- Provide effective leadership and performance management of the Safeguarding Team, including any consultants, secondees or trainees.
- Ensure the effective control, monitoring and management of financial resources in accordance with the departmental budget, Diocesan policies.
- Provide regular reports on Departmental activity and performance.
- 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 Department for Safeguarding.

Safeguarding Provision

The Interim Safeguarding Coordinator will develop and ensure suitable and sufficient arrangements to ensure exemplary standards of safeguarding within a diocesan context.

They will:

- Preserve, promote and enhance the safeguarding arrangements to ensure the consistent quality of safeguarding services across the Diocese.
- Be accountable for professional advice, guidance and instruction to the Bishop, Senior Clergy, Chief Operating Officer, Managers and other relevant leaders within the organisation.
- Ensure their team provides a highly effective service and support to diverse groups and individuals, including, but not limited to, support for priests, religious, lay managers/employees and parish safeguarding representatives.
- Ensure robust and effective management of allegations and concerns about behaviour of clergy, employees and volunteers in line with statutory or national Church procedures.
- Be responsible for the set-up, management and maintenance of safeguarding cases including those where the individual has a Safeguarding Plan; monitor and respond to associated risks by carrying out investigations and risk assessment.
- Ensure compliance with national policies for the safeguarding vulnerable groups within the Catholic Church in England and Wales.
- Where necessary, make arrangements to provide support to parishes which may be encountering particular challenges.



- Ensure that every parish / appropriate religious congregation have the required number of safely recruited safeguarding representatives and where these are not in place, take steps to ensure maximum coverage in line with national procedures.
- Be responsible for the development and implementation of a Diocesan safeguarding training programme for all Diocesan personnel that meets legislative requirements, CSSA Standards and best practice guidance.
- Promote existing and new networks to encourage unity of purpose among the parishes and congregations in respect of safeguarding matters.
- Ensure the effective information and monitoring arrangements are in place to assist the work Parish Priests and Parish Safeguarding Representatives, particularly with respect to safer recruitment, safeguarding plans, managing allegations and creating a safe environment.
- Develop the provisions and support available to those who have been affected by abuse, in particular ensure the effective oversight of partner agencies with whom the Diocese have engaged to support survivors.
- Work collaboratively and cooperatively with key stakeholders, statutory agencies and other partner agencies for the purpose of protecting children and adults at risk or who are vulnerable; maintain active links with all appropriate organisations, including the Local Safeguarding Children Partnerships, Local Safeguarding Adults Boards, Local Authority Designated Officers, Police, MAPPA Agencies.
- Contribute to managing safe practices of Religious Orders and Congregations who minister within the Diocese.

Safeguarding

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people and adults at risk.

As such, the Interim Safeguarding Coordinator will liaise with all aspects of the diocese and statutory agencies to:

- Ensure that those working for the diocese in any capacity prioritise the health, safety, and welfare of children and adults at risk of harm and, where appropriate, take action with relevant personnel to ensure this is in place.

Safer Recruitment

- Support the Head of HR to ensure the diocese implements safer recruitment processes for all diocesan personnel, including Parish Safeguarding Representatives, who work with volunteers, children, or with adults at risk.



- Work closely within the CSSA framework, acting as a counter-signatory for enhanced disclosures for the Disclosure and Barring Service.
- Responsible for the completion of Risk Assessments for any individual with a blemished DBS check or self-declaration.

Wider responsibilities of the role

- Monitor systems to ensure strategies, policies, procedures and performance are implemented, effective, monitored and represent good value.
- Provide regular reports to trustees, executive leadership and other bodies as required to demonstrate effective implementation of the safeguarding strategy.

Continuous Professional Development

- Keep up to date with best practice developments for safeguarding, including attending CSSA national safeguarding meetings.
- Engage in continuing professional development (CPD) and professional supervision; 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 Interim Safeguarding Co-ordinator will be required to ensure this through a 'team approach' through the creation of a rota and to ensuring that annual leave is planned in advance to avoid gaps in coverage.

Conclusion

This is a leadership post 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. The post holder may be expected to contribute as part of a leadership team within the diocese to develop other new roles or support for staff as a whole.

Person Specification



Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> • Be educated to graduate level or above, with substantial evidence of continuing personal/professional development. • Have a post-graduate level qualification in management or equivalent. 	<ul style="list-style-type: none"> ✓ ✓ 	
Experience		
<ul style="list-style-type: none"> • Substantial and extensive experience of working at a senior leadership level in safeguarding, with a proven track record of achievement. • Evidence of development and implementation of strategy, policy, and operational management. • Experience of budget management and the ability to understand financial information and processes. • Demonstrable record of leading, motivating, and managing teams and/or programmes to ensure sustained quality of the service provided by the Safeguarding Department. • Evidence of working collaboratively with others. • Evidence of successful practical work within a safeguarding setting. • Experience of developing a culture of safeguarding. • 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 managing professionals and effective handling of allegations made which affect the safeguarding of children and adults. • Clear and demonstrable evidence of delivering successful organisational improvement. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

Knowledge, skills, and abilities	Essential	Desirable
• Have a highly developed knowledge of and ability to manage high level risk and decision making.	✓	
• Have a highly developed knowledge of and ability to provide effective professional supervision and guidance to managers and staff, as relevant to their role.	✓	
• Have the ability to develop and implement a strategic approach to safeguarding.	✓	
• Have the ability to lead and inspire fellow professionals, influence safeguarding representatives, safeguarding leads, heads of department and members of clergy.	✓	
• Have evidence of demonstrating sound judgement and diplomacy.	✓	
• Possess excellent working knowledge and understanding of the current political, social, and legal safeguarding landscape.	✓	
• Possess sound practical knowledge of legislation governing the safeguarding of children and adults at risk.	✓	
• Be able to demonstrate vision, courage, and a commitment to the common good through the service of safeguarding.	✓	
• Be highly motivated, with a comprehensive range of leadership and management skills.	✓	
• Be resilient and tenacious.	✓	
• Have excellent interpersonal skills, including communication and negotiation to influence stakeholders and partners, and resolve conflict.	✓	
• 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 difference audiences.	✓	
• Able to use current IT systems.	✓	
• The ability to effect organisational change, create and shape a culture focused on delivering exceptional levels of service throughout the diocese on all safeguarding-related matters.		✓
• Have a thorough understanding of safeguarding legislation and practice within Church context in England and Wales.		✓

Personal qualities

Essential

Desirable

- Have a willingness to undergo further training and formation at a senior level.
- Able to work flexibly to respond to the needs of the key stakeholders.
- Able to work effectively, both independently and collaboratively.
- Able to manage life/work balance in self and Department for Safeguarding staff.



Other requirements

- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service, which will include the checking of the barred lists for working with children and with vulnerable adults.
- All employees of the diocese are expected to work to promote the safeguarding of vulnerable groups.
- Able to undertake any travel in connection with the post.
- Contribute to the development of policies and procedures to meet current and emergent needs across the organisation as part of a senior leadership team.

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. Any changes will be agreed in conjunction with the Head of Department.

Other information

References and Reports

- Two professional references will be required
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and the barred list will be checked for working with children and vulnerable adults.
- All employees of the diocese are expected to work to promote the safeguarding of vulnerable groups.

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.

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 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.

Probationary period

This position is subject to completion of an initial probationary period of six months.

Driving

A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

All Diocesan employees are always expected to work with the highest standards of conduct. 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.

How to Apply



Closing date for applications: Friday 10th June, 12 noon.

For further information or to apply, please visit our website:
www.dioceseofsalford.org.uk/news/vacancies

Informal conversations about the role are welcomed. Please
contact HR@dioceseofsalford.org.uk

