

DIOCESE OF SALFORD

Job Title:	Safeguarding Officer		
Department:	Safeguarding		
Reports to (job title):	Director of Safeguarding		
Accountable to:	Director of Safeguarding, Safeguarding Officer		
Responsible for:	n/a		
Key Relationships:	Director of Safeguarding Safeguarding Officer		
Location:	Cathedral Centre, Salford	Travel Required:	On occasion
Level/Salary Range:	£26,000 - £32,000 per annum	Position Type:	Permanent
Hours of Work:	Full-time, 35 hours per week to be worked Monday to Friday. However, some evening and weekend working will be required.	Holidays	25 days per annum plus UK statutory bank holidays. The Diocese also offers 5 additional closure days (4 between Christmas and New Year and 1 day Maundy Thursday)
Overview:			
<p>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.</p> <p>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.</p>			
Job purpose:			
<p>Working under the supervision of the Director of Safeguarding, the Safeguarding Officer will develop the appropriate knowledge and professional advice to assist in the functioning of the safeguarding office to support the safeguarding children and adults at risk of harm throughout the diocese.</p> <p>The post-holder will contribute 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.</p> <p>The post-holder will work to foster collaboration and constructive engagement with clergy, religious, employees and volunteers.</p>			

They will assist in responding to and dealing with allegations management cases, safeguarding training, safer recruitment processes, advising PSRs 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

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

Allegations management

- With supervision and oversight, respond to allegations and concerns about the protection of children and adults at risk, implementing the appropriate policies and procedures to prevent abuse within the Church, engaging with relevant external statutory bodies.
- With supervision and oversight, contribute to the referrals to statutory authorities.

Safeguarding Plans

- With supervision and oversight, contribute to the work to establish and maintain 'Safeguarding Plans'.

Training

- Contribute to the delivery of Safeguarding Representatives induction process and subsequent regular training clergy, seminarians (for diocesan activities), employees, Safeguarding Representatives and volunteers as required.

Leadership and Management

- Assist in the delegation and oversight of the administrative function within the Safeguarding Office.
- Contribute to 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

- 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.
- Contribute to the liaison with Diocesan Solicitors and Insurers regarding potential or received claims.
- Contribute to an 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.
- Contribute to 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.
- Contribute to the provision of comprehensive safeguarding support to those responsible for the management of clergy, 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).

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

- This is a new 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

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Educated to graduate level or above. • Have a willingness to undergo further training and formation. • Have an awareness of social care and safeguarding issues and related legislation and guidance. • Have knowledge of and the ability to manage 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 vulnerable groups. • Have knowledge of the legal and procedural framework for the protection of children and vulnerable adults 	<ul style="list-style-type: none"> • Post-graduate level qualification in management or equivalent or be willing to work towards.
Experience:	<ul style="list-style-type: none"> • 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 	

	<p>of Local Authority and national governmental structures and safeguarding landscape.</p> <ul style="list-style-type: none"> • Evidence of effective handling of allegations made which affect the safeguarding of children and adults. 	
<p>Knowledge, skills, and abilities:</p>	<ul style="list-style-type: none"> • 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. • Ability to inspire confidence of fellow professionals, influence safeguarding representatives, safeguarding leads and others. • Ability to work independently and as part of a team. • Have evidence of demonstrating sound 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 	

	<p>and partners and resolve conflict.</p> <ul style="list-style-type: none"> • 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 those survivors of abuse and those affected by abuse to reflect the ethos of the Catholic Church in their approach. 	
Personal qualities:	<ul style="list-style-type: none"> • Be willing to participate in ongoing training and continuing their professional development to enhance skills. • Be highly motivated, resilient, and tenacious 	
Other requirements:	<ul style="list-style-type: none"> • 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. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to 	

	<p>work to promote the safeguarding of vulnerable groups.</p> <ul style="list-style-type: none"> • An 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. 	
<p>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.</p>		
<p>Other Information:</p> <p><u>References and Reports</u></p> <ul style="list-style-type: none"> • Two professional references will be required. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>		

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.

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.

Compiled By:	Director of Safeguarding	Date:	Nov 2020
Reviewed By:	COO and HR	Date:	Nov 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 <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Department:	

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