**Job Description**

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| **Job Title** | Assistant Diocesan Safeguarding Officer (ADSO) |
| **Workplace** | Church House, Full Street, Derby DE1 3DR  Hybrid working is available at the discretion of the DBF. |
| **Hours** | 35 Hours  Monday to Friday  May be required to work unsociable hours as required |
| **Accountable to** | Diocesan Safeguarding Officer (DSO) |

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| **Job Purpose** | Support the diocese in the development of its safeguarding arrangements, good practice, policy and training.  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.  Make sure those that pose a risk are appropriately supported and managed. Deputise for the Diocesan Safeguarding Officer when required. Advise the diocese on all safeguarding matters ensuring that all advice is line with the law, government guidance and national policy and guidance from the House of Bishops. Work collaboratively with the National Safeguarding Team. |

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| **Key Responsibilities** |
| The Assistant Diocesan Safeguarding Officer (ADSO) will support the DSO to fulfil their role, providing best practice operationally in line with the National Church of England Safeguarding Standards (as set out below) to ensure good outcomes for children, young people and vulnerable adults.  **National Standard 1: Culture, leadership and capacity.**  Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.  **National Standard 2: Prevention.**  Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.  **National Standard 3: Recognising, Assessing and Managing risk.**  Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.  **National Standard 4: Victims and Survivors.**  Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.  **National Standard 5: Learning, Supervision and Support.**  All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.  **More information on the national standards can be found here:**  <https://www.churchofengland.org/safeguarding/national-safeguarding-standards>  **Casework:**   * Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk. * Support individuals when a referral to local authority childrens services / adults social care / or the police is necessary. * Ensure that the needs of survivors of abuse are always given a strong focus and identify appropriate support and advice for victims or survivors of abuse and listen carefully to their accounts. * Manage a caseload as directed by the DSO, responding to, assessing, and managing safeguarding concerns or allegations against church officers in line with Church of England Practice Guidance (2017). * Liaise, and work in partnership, with statutory agencies including the Local Authority Designated Officer, the police, and the probation service on relevant cases. * Take part in relevant external child or adult protection conferences and internal Safeguarding Case Management Group meetings as required. * Keep and maintain accurate records and files in relation to casework, through our case management system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.   **Safeguarding risk assessments:**   * Undertake risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or adults at risk, where they have convictions for offences against children or adults at risk or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance. * Contributing to the process of drawing up, and reviewing, the safeguarding agreements for those known to be a risk to children and / or adults. * Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child, young person or an adult at risk. This includes non-current allegations of abuse.   **Safeguarding Support:**   * Support the DSO with the implementation of the Parish Safeguarding Dashboard / Audit system throughout the diocese and be the ‘go to’ expert for all parish queries and support in relation to the tool. * Build professional and accessible relationships with Parish Safeguarding Officers and provide support and networking opportunities to empower and develop them in their roles. * With oversight of the DSO, review safeguarding policies and procedures and provide support with ensuring all House of Bishops guidance is implemented within the Diocese. * Support parishes during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.   **Training:**   * Support the delivery of the safeguarding learning and development strategy, including some coordination, and the planned occasional delivery of, safeguarding training within the diocese.   **Networking and Professional Development:**   * Building strong, professional relationships with Diocesan and Cathedral staff including Bishops, senior clergy, lay executives, relevant clergy and lay members of deaneries and parishes, the Provincial Registrar, the Regional Safeguarding Lead and National Safeguarding Team and with statutory agencies. * Promote good safeguarding practice and contribute to the effective communication with parishes of new safeguarding resources and changes to local and national policy and practice guidance. * Participate in professional supervision, the annual review process and continuing professional development.   **Other:**   * Deputise for the Diocesan Safeguarding Officer when required, this will include making key safeguarding decisions, preparing reports, presenting to committees as required and any other duties and responsibilities that are required. * Work with the DSO to develop and implement an effective quality assurance framework to monitor, audit and improve team performance. * Work with the DSO to ensure the implementation of quality improvement plans. * Undertake any other duties as relevant and appropriate to the role. * Adherence to Information Sharing Protocols. * Undertake relevant training required to best carry out the role. * This work will involve issues of a sensitive nature. The post-holder will therefore be expected to maintain complete confidentiality and integrity at all times.   **Key relationships:**  The effectiveness of the Assistant Diocesan Safeguarding Officer is dependent on building professional relationships with Parish Safeguarding Officers, the local authority children's and adults' social care workers, the Local Authority Designated Officer (LADO) the local police: in particular, the child and adult abuse investigation unit, the public protection unit, multi­ agency protection panels and the local probation service. The Assistant Diocesan Safeguarding Officer should be part of any relevant local ecumenical or multi-faith forum.  Within the diocese, the Assistant Diocesan Safeguarding Officer will be linked with significant diocesan personnel, for example, those responsible for children's work, youth work, clergy and lay workers, Diocesan Secretary, Communications Officer, Director of People and Ministry Development, Bishops' Chaplains, Archdeacon's, Diocesan Registrar and Safeguarding Administrator. |

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| **Right to Vary Job Description** |
| * This Job Description may be reviewed regularly and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes. * In order for you to fulfil the requirements of the post you may be required to   undertake training leading to recognised qualifications from time to time.   * You may be required to undertake other tasks that are assigned to you that the   DBF might reasonably expect to be within your competence and grade. |

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| **Acceptance** | | |
| **Name:** | **Signature:** | **Date:** |
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**Person Specification**

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| **Selection Criteria** | **Essential** | **Desirable** | **Assessment** |
| Knowledge, Experience and Qualifications | Relevant professional qualification or equivalent to degree level (for example; social work, health, teaching, law, police etc.) with current or recent registration where applicable.  Senior practitioner/manager experience and knowledge of safeguarding working with children, young people or adults who are vulnerable and ability to demonstrate transferrable knowledge across the client groups.  Senior practitioner/manager experience, or experience of working with victims or survivors of abuse.  Relevant up to date training in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.  Up to date knowledge of safeguarding guidance and the management of cases of concern. | A qualification in training for child and /or adult protection.  Detailed knowledge of national church safeguarding policies.  Knowledge of Church of England structures. | Application form Interview  Test  Presentation |
| Skills | Experience in developing and implementing safeguarding procedures and policies.  Able to analyse complex situations and advise appropriately.  Ability to risk assess and implement safety plan to ensure all Gods children are protected.  Experience of having written safeguarding reports on specific children or adults eg. Case conference, court or tribunal.  A robust understanding of prevention and early identification.  Able to identify examples of poor practice and ensure that necessary change is implemented.  Able to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding.  Plan and prioritise own work for the week or months ahead, responding to the work requirement of line manager or the department.  Proven experience of arranging and delivering safeguarding training events.  A proven ability to develop and sustain relationships at all levels both inside and outside of the church.  IT and good record keeping skills.  Excellent interpersonal and communication skills - written, oral and presentational.  Able to travel in the diocese and occasionally further afield as required by the DSO. |  | Application form Interview  Test  Presentation |
| Person attributes | The ability to inspire the trust, confidence and commitment.  A strong value base and commitment to doing the right thing.  A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.  The ability to be self-reflexive, welcoming feedback from others.  A high level of personal resilience – working effectively in a pressured environment and under scrutiny.  A strong commitment to equality and diversity.  Sound understanding of Data Protection and ensure confidentiality. |  | Application form Interview  Test  Presentation |
| Other | Full driving licence and access to own vehicle  Business use insurance  Appropriate work visas (for non EU subjects/ citizens)  Support the ethos, values and mission of Christianity, the Church of England and the diocese |  | Application form |

**Disability Confident Employer**

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| **A black background with purple and green squares  Description automatically generated** | The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability |