

## Job Description

<b>Job Title</b>	Safeguarding Support Officer
<b>Workplace</b>	Derby Church House, Full Street, Derby, DE1 3DR
<b>Hours</b>	35 Hours
<b>Accountable to</b>	Diocesan Safeguarding Officer/ Head of Safeguarding
<b>Accountable for</b>	None

<b>Job Purpose</b>	<p>The Safeguarding Support Officer will be a key member of the Safeguarding Team for the Diocese of Derby. They will provide high quality administrative support for a range of safeguarding activities and meetings including the Diocesan Safeguarding Advisory Panel (DSAP).</p> <p>The Safeguarding Support Officer will also support Parishes with developing their use and understanding of the Parish Dashboard and Hubs. This role within the Safeguarding Team develops and supports safeguarding activities and ensure that the Diocese of Derby continues to be a safer place to live, worship and work.</p>
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## Key Responsibilities

### Safeguarding Training

- Coordinate training schedules by agreeing dates with trainers and creating course events, updating Eventbrite and the Diocese of Derby website.
- Manage waiting lists for face-to-face training and contact potential delegates when places become available.
- Arrange venues for training sessions and respond to training-related enquiries.
- Maintain course-specific spreadsheets to ensure pre-work is distributed, attendance is recorded, and post-work is followed up.
- Issue training certificates promptly following completion.
- Monitor and remind individuals whose training is due to expire, particularly those holding the Bishop's Licence.
- Update training records on the database and maintaining Diocesan Hub to ensure accurate and accessible information.
- Maintain and update training content on the diocesan website, liaising with the Communications team as required.

- Provide administrative support for Parish Safeguarding Officer and other training events.

#### **DBS Administration**

- Process Confidential Declaration Forms (CDFs) and DBS applications for those holding the Bishop's Licence, Permission to Officiate, and Parish Support Team colleagues.
- Update DBS records on the database and secure SharePoint spreadsheets for accuracy and accessibility.
- Manage monthly invoices from the DBS check provider, including oversight of invoices issued to parishes.
- Provide support and guidance to parishes processing their own DBS applications.

#### **Support for Parish Safeguarding Officers (PSOs)**

- To develop close links with the PSOs, support with their induction to the voluntary role.
- Support with the PSO drop-in meetings, set the agenda, take minutes and follow up with queries.
- Work closely with the Assistant Diocesan Safeguarding Officers to identify parishes who would benefit from additional support to update the Dashboards and Hubs, ensuring compliance.

#### **Additional Duties**

- Administer processes for the Diocesan Safeguarding Advisory Panel, including preparing agendas and minuting meetings.
- Cleanse and input data onto Parish Dashboard hubs for parishes.
- Maintain and update safeguarding pages on the diocesan website.
- Prepare straightforward analysis and interpretation of data relating to safeguarding training and DBS records.
- Provide administrative support for Safeguarding Case Management Group meetings, team meetings, and other safeguarding-related meetings.
- Assist the Diocesan Safeguarding Officer with tasks such as compiling the quarterly safeguarding newsletter.
- Work collaboratively across Church House and undertake any other duties commensurate with the role, as required by operational needs.
- Provide general administrative support across the DBF as required.

### **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.

## Acceptance

Name:	Signature:	Date:

## Person Specification

Selection Criteria	Essential	Desirable	Assessment
Knowledge, Experience and Qualifications	<p>Either academic or vocational qualifications (NVQ 3, general education to A-Level, City and Guilds or equivalents)</p> <p>Or evidence of the skills, abilities and competencies.</p> <p>Previous experience of providing administrative support as part of a busy team.</p>	Knowledge of Church of England structures.	Application form Interview Test
Skills	<p>Initiative and judgment to resolve many problems independently with a clear understanding of when to pass on to the line manager</p> <p>Ability to deal with challenging individuals and situations with respect and empathy.</p> <p>Ability to communicate clearly verbally and in</p>		Application form Interview Test

	<p>writing to ensure effective reporting and customer/contact handling</p> <p>Numeracy skills</p> <p>Familiarity with work priorities and those of colleagues</p> <p>Understanding of relevant policies and procedures, as they affect the role, and the quality standards and outputs required</p> <p>Ability to apply relevant health and safety and other Diocesan policies and procedures</p> <p>Ability to assess data and information, and to identify trends and issues.</p> <p>Excellent administrative skills and proven organisational ability</p> <p>Ability to work co-operatively in a busy team</p> <p>Approachable and able to form effective working relationships with a wide range of people</p> <p>Self-motivated, proactive and willing to take responsibility</p> <p>Ability to maintain confidentiality, and</p>		
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	<p>work sensitively with those affected by safeguarding issues</p> <p>Able to demonstrate accuracy and attention to detail</p> <p>Good working knowledge of Microsoft Word, Excel, Access, Publisher, PowerPoint and website management</p> <p>Willingness to receive training as appropriate.</p> <p>Sound understanding of Data Protection and ensure confidentiality.</p>	Good working knowledge of Eventbrite	
Person attributes	<p>Represent the team and the Diocese in a professional way with honesty and integrity in line with expected standards of conduct.</p> <p>A personal commitment to making churches safer.</p> <p>The ability to be self-reflexive, welcoming feedback from others.</p> <p>A high level of personal resilience – working effectively in a pressured environment and under scrutiny.</p>		Application form Interview Test

	A strong commitment to equality and diversity.		
Beliefs (Where there is a GOR)	Comfortable working in a Church environment and empathic to the values of the Church of England.		Application form Interview Test
Other	Hold a clean driving licence with access to a private car with insurance for business purposes.		Application form Interview Test

### Disability Confident Employer



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