

**Diocese of Brentwood**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Safeguarding Coordinator

**PARISH:** Cathedral House

**RESPONSIBLE TO:** Safeguarding Coordinator

**ACCOUNTABLE TO:** The Bishop

**HOURS OF WORK:** 21 Hours Per week

**MAIN RESPONSIBILITIES:**

**Policy and practice**

Work within the 8 standards framework adopted by CSSA and all Dioceses:

1. Embed safeguarding in the Church body's leadership, governance, ministry and culture
  2. Communicate the Church's safeguarding message
  3. Engage with and care for those who report having been harmed
  4. Effectively manage allegations and concerns
  5. Manage and support subjects of allegations and concerns (respondents)
  6. Implement robust human resource management
  7. Provide and access training and support for safeguarding
  8. Quality assure compliance to continuously improve 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 Standards Agency (CSSA) framework, acting as a counter-signatory for enhanced disclosures for the Disclosure and Barring Service on behalf of CSSA 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 for 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 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 Advisory Panel 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 Advisory Panel, helping to prepare meetings, ongoing liaison with the Chair, attendance at Safeguarding Advisory Panel meetings.
- Support and advise Diocesan Heads of Department on safeguarding matters (as directed by the Safeguarding Coordinator).
- 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 Safeguarding Coordinator 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 CSSA national safeguarding meetings (as directed by the Safeguarding Coordinator).
- 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 behaviour to colleagues and others so as to ensure the highest standards of service provision to all stakeholders across the diocese.

### **Any other reasonable duties as required.**

#### **Notes:**

1. The post holder will be expected to produce work to a high standard and to promote quality at all times.
2. The post holder will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. The post holder will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If the post holder is a member of a professional/regulatory body they will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

### **EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

### **CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Bishop and HR.

2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

**PERSON SPECIFICATION**

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
Educated to degree level or equivalent in relevant subject area	✓	
<b>SKILLS AND EXPERIENCE</b>		
Ability to organise own work and prioritise.	✓	
Excellent written and oral communications.	✓	
Ability to work under pressure and meet deadlines	✓	
Ability to work in a strictly confidential environment and handle sensitive information.	✓	
Ability to set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.	✓	
Ensure high standards are maintained, progressed and promoted in all areas of work.	✓	
To undertake appropriate professional development and positively participate in the appraisal of own performance.	✓	
Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.	✓	
Broad understanding of safeguarding within the Catholic Church.		✓
Substantial relevant experience in a similar role	✓	
Experience of office and team working.	✓	

Awareness of issues affecting survivors/victims of abuse.		✓
Experience of dealing sensitively and professionally with vulnerable groups.	✓	
Experience of preparing and delivering training	✓	

<b>KNOWLEDGE</b>		
Knowledge of legislation affecting safeguarding.	✓	
General knowledge of Church Safeguarding policies and practice as specified by the Catholic Safeguarding Standards Agency (CSSA).		✓
Understanding of the principles of confidentiality and data protection and Safeguarding	✓	
Knowledge of the Disclosure and Barring Service (DBS) checking processes.	✓	

<b>ADDITIONAL REQUIREMENTS/INFORMATION</b> (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	

