



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Parish Safeguarding Systems Assistant
TEAM:	Safeguarding Team
DURATION:	12 Months fixed term contract
HOURS:	14 hours a week to be worked flexibly according to availability of parishes seeking support
LINE MANAGER:	Safeguarding Support Officer
RESPONSIBLE FOR:	N/A

JOB PURPOSE

The Parish Safeguarding Systems Assistant will provide support for local safeguarding representatives such as Parish Safeguarding Officers (PSOs) to adopt new and existing safeguarding systems.

The role will help facilitate parishes and churches with the introduction of the new Safeguarding Hubs, to assist as they change DBS providers, and to enable effective use of the Safeguarding Dashboard. The role will play a key part in managing the transition to these new systems to ensure smooth implementation, communication and embedding of good practice within parishes and churches.

DUTIES AND RESPONSIBILITIES (insert main accountabilities as headers; followed by responsibilities)

Support parishes in adopting safeguarding systems and tools

- Support local safeguarding representatives (such as the Parish Safeguarding Officer/PSO and incumbent) as they implement new safeguarding systems (Safeguarding Hub, Thirtyone:Eight and Dashboard).
- Act as a central point of contact for communication, training, and guidance on safeguarding systems and facilitate online and face-to-face consultations regarding set up and troubleshooting.
- Support parishes in transferring data and records to ensure they are transferred securely, accurately, and in compliance with GDPR and Church of England requirements.
- Develop processes, templates, and resources to support parishes in embedding the systems.
- Ensure PSOs feel supported, valued, and confident in carrying out their roles
- Where possible to enable PSO peer support and peer-led learning opportunities.



Policy, Compliance, and Governance

- Use reporting tool within the Dashboard and Hubs to monitor levels of uptake of new system and support parishes. Provide reports regarding progress to Diocesan Safeguarding Team and other stakeholders (such as Deanery Synod and Clergy Chapter).
- Allocate time according to levels of need and areas where there is low uptake of systems.
- Where possible to work alongside PSO, incumbent, Churchwardens and other PCC members to ensure safeguarding responsibilities are shared resulting in a resilient adoption of new structures.

Promoting good safeguarding cultures

- Promote a culture of safeguarding awareness and best practice across the hub.
- Ensure safeguarding is embedded in parish life, worship, outreach, and activities.
- Encourage a 'whole church' responsibility for safeguarding.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

This post is for 14 hours a week to be worked flexibly (to include evenings and occasional weekend work) according to when parish officers are available for online or face-to-face consultations. Due to the geography of the diocese, it is desirable for the post holder to be able to drive and have a car with business insurance.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	- A good standard of literacy and education.	
Experience	- Excellent communication and interpersonal skills, including the ability to deal sensitively with confidential and sometimes distressing issues. - Organisational skills to oversee safeguarding systems across multiple parishes. - Ability to explain online systems in understandable ways to audiences who may not have a high level of IT literacy. - Ability to lead change, implement new systems, and support others through transition. - Sympathetic to the aims and ethos of the Church of England. - A good standard of IT literacy.	- Experience in safeguarding practice or safeguarding administration, preferably in a church, charity, education, health, or social care context. - Demonstrate a working knowledge of the Safeguarding Dashboard, Hubs and the ThirtyOne:Eight 'e-bulk' platform. - Working knowledge of policy and practice regarding the Disclosure and Barring Service (DBS) - Understanding of Church of England safeguarding policy contained within the E-manual (Safeguarding e-manual The Church of England) as this relates to the Safeguarding Dashboards and Hubs. - Knowledge of Church of England structures.
Competencies & Behavioural requirements	- Self-motivated, flexible, organised, and able to effectively prioritise, control and organise own workload so that multiple aspects are managed appropriately.	- Inquiring mind, proactively considering ways of working that improve service provision.

Employee Name:

Line Manager Name:

Signature:

Signature: