



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

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| JOB TITLE: | Safeguarding Caseworker |
| TEAM: | Safeguarding Team |
| DURATION | Permanent contract, Full-Time |
| LINE MANAGER: | Safeguarding Team Leader |
| RESPONSIBLE FOR: | N/A |

JOB PURPOSE

To support the work of the Diocesan Safeguarding Team in 'Embedding safeguarding at the heart of the church's mission as we realise our vision to be a safe space for everyone'.

To support within the specific areas of:

Prevention

Recognising, assessing, and managing risk

Working with victims and survivors

Learning, supervision, and support

DUTIES AND RESPONSIBILITIES

Prevention

1. Promote best safeguarding practice across Salisbury Diocese based on practice guidance and policies from the statutory authorities and the Church of England.
2. Offer advice, signposting and appropriate challenge to Church Bodies* within Salisbury Diocese regarding safeguarding related matters.
3. Equip and enable Church Officers** to fulfil their safeguarding requirements and keep up to date with relevant changes through training and communications. To support Parish Safeguarding Officers and other Parish Safeguarding Representatives to undertake their safeguarding responsibilities.
4. To foster work working links with other safeguarding professionals such as those in statutory agencies, the National Safeguarding Team, other Diocese, and other faith and voluntary settings.



5. To consider the specific settings of the attached Deaneries of Jersey and Guernsey regarding their political, cultural, and legislative similarities and differences compared to mainland UK.

* Church Bodies include PCCs, diocesan bodies, cathedrals, religious communities, and theological training institutions.

**A 'Church Officer' is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Recognising, Assessing and Managing Risk

To ensure all known risks are assessed and managed effectively according to statutory guidance and Church of England guidance and policy:

1. If a safeguarding concern involves a Church Officer, to follow Church of England guidance regarding Diocesan Safeguarding Case Management Groups.
2. Ensure appropriate referrals are made to relevant agencies (for example police, social care and/or the Local Authority Designated Officer).
3. Work collaboratively with other agencies and such as probation to appropriately assess any known risk (for example by conducting risk assessments or advising an independent risk assessment is undertaken).
4. Ensure local arrangements are in place regarding ongoing monitoring and evaluation of risk management plans, for example where former offenders have Safeguarding Agreements.
5. Ensure that all work is accurately recorded on the Casework Management System.

Survivors and victims

1. Adopt and promote a trauma informed approach to working with survivors and victims and other Church Officers who may be supporting them.
2. Work collaboratively with survivor support agencies such as the Dioceses commissioned ISVA service, Safe Spaces, and Sexual Abuse Referral Centers.

Learning, Supervision and Support



1. To provide restorative support and guidance for Parish Safeguarding Representatives particularly if they have received a difficult disclosure or are dealing with challenging safeguarding situations.
2. Work in collaboration with the Diocesan Safeguarding Team towards the safeguarding shared vision and support the outworking of the wider Diocesan vision and strategy 'Making Jesus Known'.
3. Engage in regular supervision.
4. Undertake regular Continuing Professional Development as agreed with Line Manager.

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.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

| Attributes | Essential | Desirable |
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| Qualifications & Training | <ul style="list-style-type: none"> ▪ Educated to degree level or equivalent work experience. • The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups. | <ul style="list-style-type: none"> ▪ Membership of a relevant body such as Social Work England. ▪ Qualifications and training in relevant sectors such as social work, probation, police, or ISVA/IDVA training. |
| Experience | <ul style="list-style-type: none"> ▪ Significant experience of working within a safeguarding role with children, young people or adults including investigations and supporting victims and survivors ▪ Experience of working on and managing cases involving the statutory response to the protection of children/adults. • Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults; | <ul style="list-style-type: none"> ▪ Experience of undertaking statutory case and /or management reviews; ▪ Experience of undertaking statutory risk assessments; • Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk. |
| Competencies & Behavioural requirements | <ul style="list-style-type: none"> • Strong verbal communications skills and ability to produce clear written records and reports; • Ability to work sensitively with survivors ,those who are subject | <ul style="list-style-type: none"> • Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders. |



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| | <p>to allegations and/or those that may pose a risk;</p> <ul style="list-style-type: none">• Ability to manage and analyse complex and sensitive information and assess risk;• Ability to work collaboratively with a range of stakeholders.• A proven ability to develop and sustain relationships at all levels both inside and outside the Church;• A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues; and• In sympathy with the aims of the Church of England. | <ul style="list-style-type: none">• Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults. |
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Employee Name:

Line Manager Name:

Signature:

Signature: