



Application pack for the post of
PART TIME DIOCESAN SAFEGUARDING ADVISER
(JOB SHARE)
For Salisbury Diocesan Board of Finance (DBF)

A Message from the Bishop of Salisbury

Ensuring the Diocese of Salisbury provides a safe and caring environment for everyone but especially children, and adults who may be at risk of abuse and neglect.

From the earliest days Christians took great care of children. This was partly because of Jesus' comment, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs" (Mt 19.14), but it was more about the value of every human life, that everyone matters. In the language of later doctrine, we are made in the image of God and therefore every life is precious. The care of the sick, marginal and vulnerable was one of the ways in which Christians bore witness to the world. A great tradition of care came from it: hospitals and hospices, schools, youth and children's work, and the inclusion of the marginal and disabled.

The Church is a major part of the social capital of this country. This is a great strength and to be celebrated as Christian service. The responsibility that goes with this is therefore very great. We need to take great care of people God loves. A series of recent scandals nationally has made it clear that every organisation has responsibilities for safeguarding but this is particularly important for us as a Church.

We need to ensure the safeguarding of everyone but especially of children and vulnerable adults. It is an area that is in particular focus for us at the moment and there are likely to be continuing changes. It is vital that we keep to the highest standards and that when a complaint is made it is dealt with in the ways set out by the diocesan strategy which can be found [Here](#). All clergy receive safeguarding training as part of their Continuing Ministerial Development.

Within our own diocese, individually and corporately, we strive to maintain the highest standards of care for all God's children, especially for the young and those who are vulnerable.

The RT Revd Nicholas Holtam

The Bishop of Salisbury

Welcome and Introduction to Safeguarding in the Diocese of Salisbury

Part-time Diocesan Safeguarding Adviser (Wed-Fri)

Thank you very much for your interest in this important post in the Diocese.

The Diocesan Safeguarding Adviser (DSA) role sits within the Diocesan Board of Finance (DBF). The key purpose of those working within Church House is to serve the mission and ministry of the Diocese, both at parochial level and centrally, by providing high quality, efficient and cost-effective services to parishes and local communities within our Diocese.

The DBF largely operates out of Church House in the centre of Salisbury and maintains a friendly and welcoming working environment to staff and visitors alike. We are fortunate in this diocese to work in such close proximity to our colleagues within the Diocesan Board of Education, the Cathedral, the Bishop's Office at South Canonry and Sarum College.

The Safeguarding department is part of the Diocesan Secretary's Department based at Church House and (including this vacancy) comprises of;

- Diocesan Safeguarding Adviser (Mon - Wed)
- Diocesan Safeguarding Adviser (new vacancy, Wed – Fri)
- Safeguarding Training Officer (0.8FTE)
- Safeguarding Administrator (0.5FTE)

The DSAs are line managed by the Deputy Diocesan Secretary and are responsible to the Chair of the Diocesan Safeguarding Management Group.

The department seeks to provide the highest level of support, guidance, advice and resources for Child Protection and the protection of adults who may be at risk of abuse. The DSA works collaboratively with colleagues from other departments including the Cathedral, South Canonry and Church House offices.

Overleaf you will find details of the job description and general terms of employment, along with details on how to apply. This role is planned to occupy the latter part of the working week (Wed-Fri) with Wednesday being the proposed shared working day with the other DSA. The role requires extensive travel across the diocese which covers a large geographic area. Car travel is a necessity in this role.

If you would like an informal discussion about the post our current DSA, Heather Bland will be pleased to help. Please email her on heather.bland@salisbury.anglican.org to arrange a time.

The closing date for applications is 12 noon on 30 September and interviews will be held on Thursday 10th October 2019 at Church House in Salisbury.

We look forward to receiving your application.

JOB DESCRIPTION

JOB TITLE:	Diocesan Safeguarding Adviser (Part Time: Weds – Fri)
LOCATION:	Church House, Salisbury
DEPARTMENT:	DioSec
NORMAL HOURS:	21 per week
GRADE:	3
DURATION:	Permanent
RESPONSIBLE TO:	The Chair of the Diocesan Safeguarding Management Group and the Deputy Diocesan Secretary as Line Manager
RESPONSIBLE FOR:	Safeguarding Administrator

KEY PURPOSE Working in partnership and collaboratively with the other Diocesan Safeguarding Adviser (Mon – Wed) to ensure that best practice safeguarding children, and adults who may be at risk, is observed throughout the diocese.
This role operates as a job share, the other part time Diocesan Safeguarding Adviser is already in post.

KEY ROLE A Undertake safeguarding casework on behalf of the Diocese

- A1.1 Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or adult at risk of abuse has suffered abuse or is at risk of suffering abuse.
- A1.2 Give advice, information and support to victim/survivors of abuse and ensure the diocese responds well to those who have suffered abuse.
- A1.3 Undertake and commission risk assessments.
- A1.4 Engage in professional supervision and continual professional development.

KEY ROLE B: Ensure policies, procedures and guidelines are continually reviewed, updated, fully communicated and implemented

- B1 Prepare, publicise and review policies and procedures:
 - B1.1 Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops.
 - B1.2 Ensure that information resources reflect changes in law or practice.

- B1.3 Ensure the Diocesan Bishop and senior leadership within the diocese are made aware of changes to relevant legislation, policies and guidance.
- B.2 Assist Parishes to implement safeguarding policies:
 - B2.1 Be proactive in ensuring that parishes are aware of their responsibilities in respect of safeguarding children and adults who may be may be at risk, providing guidance, support and information as required.
- B3 Provide Training:
 - B3.1 Provide induction for new members of the Bishop's Staff and new clergy through one-to-one meetings and training as appropriate.
 - B3.2 Organise and ensure delivery of relevant, high quality training for both laity and clergy.
- B4 Support Diocesan Safeguarding Management Group:
 - B4.1 Attend DSMG meetings; develop the agenda with the Chair; ensure the provision of appropriate administrative support.

KEY ROLE C: Advise and support the Bishop, lay staff, clergy and parishes in safeguarding issues and cases

- C1 Provide advice and support:
 - C1.1 Advise the Diocesan Bishop, Senior Staff, clergy and parishes on handling concerns about abuse, ensuring good safeguarding practice through advice, information, risk assessment and training. (It is expected that the DSAs will meet the Diocesan Bishop when required and in any case at least 2-3 times a year).
 - C1.2 Ensure appropriate action is taken in response to concerns about abuse.
 - C1.3 Provide advice on Disclosure and Barring Service (DBS) disclosures.
 - C1.4 In consultation with the Diocesan Registrar, advise the Bishop on disciplinary and other legal proceedings.
 - C1.5 Offer the Diocese's professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishop's safeguarding policy and guidance, promoting good practice.
 - C1.6 With the Diocesan Secretary, take responsibility for making reports on behalf of PCCs about serious safeguarding incidents to the Charity Commission.
- C2 Working with the other Diocesan Safeguarding Adviser, create and maintain links:
 - C2.1 Create and maintain links with parishes, teams and deaneries, acting as the diocesan focal point for safeguarding issues.
 - C2.2 Support clergy office-holders in their role.
 - C2.3 Create and maintain links with other dioceses, the National Safeguarding Team for the Church of England and with Child and Adult at risk Protection representatives of other denominations in order to share best practice.

- C2.4 Liaise with statutory and voluntary agencies in order to direct individuals to the most appropriate forms of help.
- C2.5 Attend meetings with other safeguarding professionals.

KEY ROLE D: Promote awareness of safeguarding issues with children and vulnerable adults

- D1 With the Children and Youth Adviser organise regular events and issue guidelines in order to raise awareness of safeguarding issues with children and adults at risk.
- D2 With the Diocesan Bishop and Senior Staff promote a positive safeguarding culture across the diocese.

KEY ROLE E: Ensure effective administration and record keeping

- E1 Ensure case notes and meeting notes are maintained in accordance with current legislation and best practice and that they are accessible, accurate, securely held and able to be analysed.
- E2 Identify safeguarding training needs.
- E3 Identify posts requiring DBS and maintain accurate and up-to-date records to ensure all post holders have the required certification.

ADDITIONAL INFORMATION

The post holder must at all times 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.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

An Enhanced DBS Check will be required for this role.

PERSON SPECIFICATION

POST TITLE: DIOCESAN SAFEGUARDING ADVISER	
POST GRADE: 3	
<u>KNOWLEDGE</u> (including experience and qualifications)	ESSENTIAL/ DESIRABLE
• Educated to at least A-level or equivalent	E
• Significant experience (at least 5 years) of working within a safeguarding role	E
• Experience of developing and providing high quality safeguarding training.	E
• Experience of working with statutory agencies	E
• Experience of initiating and implementing safeguarding policies	E
• Experience of managing staff and departmental budgets	E
• Excellent understanding of current safeguarding legislation	E
• Qualification in safeguarding related topic, e.g. health care, social work, probation service	D
• Knowledge of relevant legal Frameworks	D
• Understanding of the culture of the Church of England	D
• Experience in the management of high risk offenders	D
<u>SKILLS</u>	
• Excellent communication skills, both written and verbal	E
• Ability to maintain a high level of confidentiality in all situations, particularly those within the sphere of safeguarding	E
• Ability and confidence to make decisions in relation to safeguarding	E
• Strong organisational and administrative skills	E
• Ability to deliver training	E
• Counselling skills	E
<u>ATTRIBUTES</u> (personal skills required for role)	
• Ability to work collaboratively with internal and external parties	E
• Ability to build good working relationships at all levels	E
• Ability to work on own initiative and as part of a team	E
• Ability to influence at a senior level	E
• Sensitive to pastoral issues	E
• Resilience and flexibility	E
<u>OTHER</u>	
• Access to private transport and ability to travel to meet requirements of the role	E
• Willingness to work outside normal working hours when required	E
• Commitment to Mission and Ministry of the Church of England	D

General Terms of Appointment

Salary	£24,247 per annum (pro rata of £40,413)
Pension	The Board offers a 15% non-contributory pension which can rise by a further 3% if matched by a 3% contribution from the employee.
Hours of Work	21 hours/3 days. Although the offices are open from 09.00 to 17.00 Monday – Friday, the nature of the role will require a flexible approach to hours of work and may include evenings and weekend working. There is no payment for overtime, although time off in lieu will be given as the need arises.
Holidays	Annual Leave is 14.5 days. There are also two office closure days at Christmas and two at Easter in addition to the public holidays at these times for which part time staff receive a pro-rata allowance. The office is closed on all other Statutory and Public Bank Holidays.
Probation	There is a 6 month probationary period during which the progress and development of the post holder will be reviewed prior to confirmation of employment.
Location	Church House, Salisbury will be the office base.
Travel	The post holder is expected to hold a valid driving licence and comprehensive insurance when using their own vehicle on diocesan business. Travel within the diocese is a regular feature of this role. Travel expenses are paid up to an agreed limit on the Diocesan scale.

An Enhanced DBS Check will be required for this role.

Application Process

If you wish to apply for this post, please complete the application form in full and return it by **12 noon on Friday 30th September 2019** to:

miriam.longfoot@salisbury.anglican.org

If you would like an informal discussion or any further information about the post please contact our current part time DSA Heather Bland by email in the first instance:

heather.bland@salisbury.anglican.org

The interview and assessment process will take place at Church House, Salisbury on **Thursday 10th October – please allow for most of the day.**

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