# [Appendix 4: Diocesan Safeguarding Adviser – Model Job Description](#_Appendix_4:_Diocesan)

**THE DIOCESE OF XXXXX**

**DIOCESAN SAFEGUARDING ADVISER**

 **JOB PROFILE**

**CENTRAL SECRETARIAT**

**JOB PROFILE**

**JOB TITLE:** Diocesan Safeguarding Adviser

**BAND:**

**LOCATION:**

**CONTRACT TYPE:**

**ACCOUNTABLE TO:**

**KEY RELATIONSHIPS:** In each diocese there will be different people responsible for the management and implementation of safeguarding. It is however, essential that the Safeguarding Adviser forms excellent working relationships with: the Diocesan Bishop and the Bishop’s delegated safeguarding lead, and senior staff, the independent chair of the Safeguarding Panel, the Dean and senior Cathedral staff, those in licenced and authorised ministry, deanery / parish safeguarding officers, relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children’s services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the police.

**BACKGROUND:**

**JOB SUMMARY:** To support the diocese in the development of its safeguarding arrangements, good practice, policy and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make sure that those that pose a risk are appropriately supported and managed. To advise the diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops . To work collaboratively with the National Safeguarding Team

**MAIN DUTIES AND RESPONSIBILITIES[[1]](#footnote-1):**

1. Undertake safeguarding casework on behalf of the Diocese and ensure all work is recorded in line with the House of Bishop safeguarding policy and guidance;
2. Offer the Diocese’s professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishop safeguarding policy and guidance. To promote good practice;
3. Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse;
4. Give advice and guidance to the bishop and other church officers on safeguarding matters. To report to the Bishops senior staff team and other diocesan bodies on the progress of safeguarding arrangements;
5. Give advice, information and support to victim/survivors of abuse and ensure the diocese responds well to those who have suffered abuse;
6. To undertake and commission risk assessments;
7. Provide, or co-ordinate the provision of, training on safeguarding matters;
8. Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops;
9. Contribute to the work of the diocesan safeguarding advisory panel;
10. Give advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance;
11. Where the advisor thinks that safeguarding matters are not being dealt with

properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team;

1. Ensure that records are kept that are accessible, accurate, securely held and able to be analysed.
2. Work collaboratively with the National Safeguarding Team and attend national events and activities;
3. Engage in professional supervision and continual professional development

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

**PERSON SPECIFICATION:**

**Essential**

*Education & Qualifications:*

* Degree level or above.
* Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.
* The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.

*Knowledge/Experience:*

* Extensive experience of safeguarding of children and adults;
* Experience of undertaking work at a strategic level of contributing to policy and practice development and implementation;
* 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;
* Experience of undertaking statutory case and /or management reviews;
* Experience of undertaking statutory risk assessments;
* Management experience in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults;
* Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice;
* In-depth knowledge of the statutory framework in relation to safeguarding children and adults;
* Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues;
* 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.
* Experience of communications and external stakeholder management on safeguarding issues with policy-makers, media and other external stakeholders at local and/or national level in a context of public scrutiny; *and*
* Experience of designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

*Skills/Aptitudes:*

* Understanding of the broader safeguarding field including its social and political context.
* Strong verbal communications skills and ability to produce clear written records and reports;
* Ability to work sensitively with survivors ,those who are subject to allegations and/or those that may pose a risk;
* Ability to manage and analyse complex and sensitive information and assess risk;
* Ability to work collaboratively with a range of stakeholders to influence improvements to practice;
* Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues; *and*
* Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.

*Personal Attributes:*

* Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other 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.

*Circumstances:*

* The post-holder will be based at xxx. Some flexible working is required e.g. travel around the dioceses and work at weekends. In addition there is some scope for flexible working at home subject to negotiation. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

**Desirable**

*Knowledge/Experience:*

* 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.

**GENERAL CONDITIONS:** To be added by the Diocese

**TERMS OF EMPLOYMENT:** To be added by the Diocese

1. Diocesan Safeguarding Advisors Regulations 2016 [↑](#footnote-ref-1)