JOB PROFILE

Post Assistant Safeguarding Coordinator

 (FOCUS: Parish Safeguarding Representative and Volunteer Support)

Accountable to Safeguarding Coordinator

Tenure Permanent

Salary £28 000 – £31 000 (pro rata)

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PURPOSE OF THE POST

The main purpose of this post is to support the implementation of safeguarding practice in parishes to ensure that a safe environment is provided for children, young people and adults who may be at risk and that any concerns are reported promptly.

 This will involve working with a team of dedicated volunteer parish safeguarding representatives and clergy to enable communities to, understand and implement safeguarding policies and procedures as defined by the Catholic Safeguarding Advisory Service.

The post holder will have an administrative base in the Leeds Diocesan Trust Safeguarding Office**,** St Monica’s, Hinsley Hall, Leeds. The majority of the work will involve providing support to parish safeguarding representatives, volunteers and the wider church community at evenings and weekends.

RESPONSIBILITIES

The principle responsibilities of the person undertaking this post are as follows:

1. To develop and maintain a thorough knowledge of best practice in safeguarding and adhere to the Catholic Safeguarding Advisory Service Policies and Procedures.
2. Be the diocesan contact for the support of parish safeguarding representatives.
3. Help identify appropriate volunteering opportunities and role descriptions based on the needs of a parish or deanery.
4. Ensure that volunteers involved in activities with children and adults who may be at risk, are appropriately inducted, briefed, trained and resourced.
5. Organise, on a deanery basis, annual parish safeguarding representative briefings and relevant training opportunities.
6. Attend relevant meetings and Committees.
7. Keep up to date with legislation and policy relating to volunteering.
8. Monitor, evaluate activities and write reports for the Diocesan Safeguarding Coordinator and Leeds Catholic Safeguarding Commission.
9. In the absence of the Diocesan Safeguarding Coordinator, ensure that any concerns or disclosures relating to the abuse of a child or adult at risk, are managed in accordance with CSAS procedures.
10. To attend and contribute to regular team meetings and briefings.
11. To participate in training and other activities as requested by the line manager.
12. To establish and maintain appropriate and professional working relationships with colleagues, clergy and volunteers.
13. To carry out any other reasonable task as requested by the safeguarding co-ordinator.
14. Maintain the highest standards of confidentiality appropriate to the sensitive nature of safeguarding.

**PERSONAL SPECIFICATION**

Having an understanding Catholic identity: sympathetic knowledge of the life, culture and structure of Catholic Church in England and Wales and an ability to work within it an applicant should be able to demonstrate:

**Skills**

Able to effectively plan, manage, prioritise and evaluate work with volunteers

Ability to plan, prioritise and time manage own workload

Able to communicate and pass information effectively, accurately and concisely with a range of partners eg: parishioners, volunteers, clergy and colleagues

Able to record, evidence and communicate using technology

Able to exercise individual judgement, assess risk and consult where and when appropriate

Ability to make proactive use of supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability

Ability to chair meetings and/or take minutes

**Knowledge**

A thorough understanding of safeguarding practice and legislation with regard to children, young people and adults who may be at risk

An awareness of safeguarding issues associated with children, young people and adults who may be at risk

Appropriate professional experience /qualification eg: Human Resource Management, Social Work, Youth and Community Work, Business and Management Studies (educated to degree level or equivalent)

Understanding of the roles and responsibilities of statutory and voluntary agencies

Basic awareness and competent user of IT systems including Microsoft Office, Internet and Email

An understanding of the importance of confidentiality and the needs and wishes of individuals

Report Writing and Communications Skills

**Experience**

Minimum of two years experience of direct work with children, young people and adults who may be at risk

Demonstrated creativity in tackling and solving problems

Of using initiative and a commitment to developing consultative groups with members of the church community

Use of reflective practice techniques to critically analyse information to inform decision making and planning

**Post applied for: Assistant Safeguarding Coordinator**

1. **Personal Information**

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| --- | --- | --- | --- |
| Surname: |  | Forename: |  |
| Address (for correspondence):  |  |
| Telephone: |  | Email: |  |

1. **Most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: |  | Job title: |  |
| Date of appointment: |  |  Date of termination: |  |
| Current Salary: |  | Notice period: |  |
| Please describe the main duties and responsibilities of your current / most recent post: |
|  |

1. **Employment history** (Please give full details of **ALL** previous employment and explain any gaps)

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| --- | --- | --- | --- | --- | --- |
| Name of Employer | Job Title | Main duties | From (Month/Year)  | To(Month/Year)  | Reason for leaving |
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1. **Education and professional qualifications**

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| School/College/University | From (Month/Year)  | To (Month/Year) | Qualification: Date of Award: |
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1. **Statement in support of application (maximum 1000 words)**

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1. **References**

Please give the names and addresses of 3 people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

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| **Present/Most recent employer**  |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| **Second Referee** |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| --- |
| **Third Referee** |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| **Data Protection** Information given in this application will be controlled under the General Data Protection Regulation and will be used for the purposes of recruitment within the Leeds Diocesan Trust. Should your application be successful, the information will then be used for your personnel records and for payroll purposes. The information provided will be processed both manually and automatically for these purposes. Details of our privacy notice is available at <https://www.dioceseofleeds.org.uk/privacy-notice/>If you object to your details being retained in this way please tick the box **Eligibility to Work in the UK** Evidence will be required for eligibility to work in UK <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf>,**Recruitment of Ex-Offenders**Information regarding the recruitment of offenders<https://www.csas.uk.net/wp/wp-content/uploads/2018/05/Policy-statement-on-the-recruitment-of-ex-offenders.pdf> |

**Declaration**

If you omit information we have requested, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application, could lead to disciplinary or in some cases, legal action against you.

I declare that the information contained in this form is true and accurate, and understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I understand too, that where appropriate to the post a Standard or Enhanced Disclosure check will be sought in the event of my application being successful.

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| Signature: | Date: |

Closing date 16 May 2019

Please return form to:

Suzanne Mitchell

Safeguarding Coordinator

Safeguarding Office

Hinsley Hall

62 Headingley Lane

Leeds

LS6 2BX