

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Safeguarding Learning and Development Officer (21 hours per week)
Department:	Safeguarding
Reports to:	Diocesan Safeguarding Officer
Key working relationships:	Diocesan Safeguarding Officer (DSO) Diocesan Safeguarding Team colleagues Parish Safeguarding Officers (PSOs) Parish Clergy and Churchwardens Safeguarding Trainers Safeguarding Lead Diocesan Secretary Senior Diocesan Clergy National Safeguarding Team (NST)
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

Main purpose of job

To support the mission and ministry of the Church of England in the Diocese of Chichester by coordinating and delivering high quality programmes of safeguarding learning and development relevant to, and required by, those working with children and vulnerable groups.

Principal duties

Training

Working as part of the Diocesan Safeguarding Team, the postholder will:

1. Manage safeguarding training events and modules relevant to, and required by, church leaders and those working with children and vulnerable groups using the National Safeguarding Training portal.
2. Ensure that Basic, Foundation and other online safeguarding training modules are accessible to all, supporting parish-based colleagues to encourage the use of online training and overcome obstacles to accessing this training.
3. Co-ordinate the Diocesan Training Team: this includes the recruitment, induction, supervision and training observation for quality control purposes of all safeguarding trainers.
4. Develop a Safeguarding Learning and Development Needs Analysis and Learning and Development Plan for the Diocese, taking lead responsibility for the implementation of that Plan.
5. Attend and contribute to the Diocesan Safeguarding Advisory Panel meetings as required, providing written and verbal information to the Panel regarding safeguarding development, progress against the National Safeguarding Standards, and training.
6. Evaluate, review and monitor the learning and development programme, with a focus on quality of learning (outcome-based assessment), quality of delivery, and training compliance (against the National Safeguarding Training Framework).

Development

Working as part of the Diocesan Safeguarding Team, the postholder will:

7. Ensure that parishes and other church bodies across the Diocese of Chichester achieve good safeguarding practice, as set out in the Church of England's [National Safeguarding Standards](#).
8. Oversee the transition to the Parish Safeguarding Dashboard system, beginning in 2025.
9. Offer continued support to parishes and other church bodies as they use the Dashboard, moving from 'implementation' in 2025/6 to 'business as usual' from 2027 and beyond.

10. Provide advice and guidance to parishes and other church bodies within the Diocese regarding good safeguarding practice and the requirements of House of Bishop's Safeguarding Code of Practice.
11. Stay up-to-date with wider safeguarding developments across the Church of England, ensuring that these developments are incorporated into the work of parishes, other church bodies, and the whole Diocese.
12. Stay up-to-date with wider safeguarding developments in the professional safeguarding world, particularly across Sussex, ensuring that these developments are incorporated into the work of parishes, other church bodies, and the whole Diocese.

Safeguarding Team responsibilities

13. Contribute to the overall work of the Diocesan Safeguarding Team through participation in team meetings, training events, national events organised by the National Safeguarding Team, etc.
14. Where necessary, provide advice to parish personnel regarding safeguarding casework referrals. This is likely to be 'triaging' advice in the absence of other members of the Diocesan Safeguarding Team, before referring a case to other Team members as necessary.
15. Observe casework on a periodic basis, for instance by attendance at Core Group meetings, or on parish visits by other Team members, to ensure that the safeguarding training and development work of the Team is continually informed by observations of practice.
16. Undertake any other activity within the scope of the Safeguarding Team's work, and the role-holder's skills and experience, as reasonably requested by the Diocesan Safeguarding Officer.

General responsibilities

17. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
18. The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;

- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

19. The post holder will be required regularly to travel across the diocese to deliver training and development activities, and periodically to travel outside the diocese for regional or national safeguarding events.

20. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

21. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

22. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: May 2024

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Educated to degree level or equivalent		√
	Teaching or training qualification		√
Knowledge and Experience	Experience of facilitation of communicating information through training or workshops	√	
	Experience of managing and implementing training and/or quality development programmes	√	
	Knowledge of key legislation and statutory safeguarding frameworks in working with children or volunteers	√	
	Experience of responding to safeguarding concerns relating to children or vulnerable adults	√	
	Experience of working with and coordinating volunteers		√
	Experience of reviewing and quality assuring established processes or course content		√
	Knowledge and understanding of the structure and culture of the Church of England		√
Skills and Abilities	Working knowledge of MS Office 365 suite – Outlook, Teams, SharePoint, Excel	√	
	Ability to deliver in-person training as well as via Zoom or Teams	√	
	Effective presentation skills with the ability to communicate effectively to a wide range of people and audiences	√	
	Excellent organisational and coordination skills	√	
	Ability to meet deadlines	√	

		Essential	Desirable
Personal Qualities	Professional, friendly and approachable	√	
	High levels of enthusiasm, self-motivation, and a self-managing attitude	√	
	Collaborative and supportive when working within a team	√	
	A strong commitment to safeguarding	√	