

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Deputy Diocesan Safeguarding Officer
<b>Department:</b>	Diocesan Safeguarding Team
<b>Reports to:</b>	Safeguarding Director
<b>Line Manager to:</b>	Assistant Diocesan Safeguarding Advisers (3 roles x 0.6)
<b>Hours</b>	37.5 hours per week
<b>Key working relationships:</b>	Diocesan Safeguarding team members Diocesan Clergy Parish Safeguarding Officers The Diocesan Bishop and Bishop's staff Statutory agencies; including the police, probation, adult social services, Local Authority Designated Officer (LADO), Children's Social care
<b>Place of work</b>	The person appointed will be based between the Hove and Chichester Cathedral offices with the option to apply to use the diocesan remote working policy for part of the week.

### **1. Main purpose of job**

**1.1. Casework Management:** to work with colleagues in the Diocesan Safeguarding Team (DST) to manage safeguarding casework and promote best safeguarding practice across the Diocese of Chichester, ensuring that all safeguarding casework is managed according to the Church of England's Safeguarding Code of Practice, alongside the Sussex Child Protection and Safeguarding Adults Procedures and statutory guidance such as 'Working Together to Safeguard Children'.

**1.2. Line Management and Supervision:** responsibility for the team of Assistant Diocesan Safeguarding Advisers.

**1.3. Deputy Diocesan Safeguarding Officer:** act as the Diocesan Safeguarding Officer in the absence of the Director of Safeguarding.

## **2. Principal duties**

*These duties are linked to the following national Safeguarding Standards:*

- *2: Prevention*
- *3: Recognising, assessing and managing risk*
- *4: Victims and Survivors*
- *5: Learning, supervision and support*

## **Case Management**

- 2.1.** To support colleagues in the Diocese and parishes to help them understand their safeguarding duties regarding children, young people and adults and to offer support and advice when concerns arise.
- 2.2.** To oversee and manage safeguarding casework in line with the relevant Church of England Code of Practice, working with statutory agencies, DST colleagues, parish personnel, and senior church officers within the Diocese and Diocesan Board of Finance, as required.
- 2.3.** To manage the process of referrals into the Diocesan Safeguarding Team, deciding whether they constitute a safeguarding concern, triaging those that do and prioritising them according to risk of harm, and allocating them to the relevant Assistant Diocesan Safeguarding Adviser.
- 2.4.** To hold some high-risk or high-profile cases directly, as well as allocating cases to the Assistant Diocesan Safeguarding Advisers.
- 2.5.** To work closely with statutory agencies such as the Police, Children and Adult Services, the Probation Service and other agencies, including attending strategy multi-agency meetings to manage case referrals effectively.
- 2.6.** To create and keep accurate and timely case records of concerns, activity and decisions utilising the National Safeguarding Case Management System and ensure adherence to information management policies including GDPR and the Data Protection legislation.
- 2.7.** To complete the day-to-day administration of safeguarding casework ensuring accurate record-keeping, effective case management and compliance with best practices.
- 2.8.** To maintain personal safeguarding training requirements as set out in the Church of England's Code or Practice.

- 2.9.** To participate in the wider activities of the Diocesan Safeguarding Team, including training, quality-assurance and attendance at regional and national safeguarding events.

### **Supervision and Quality Assurance**

- 2.10.** To provide regular supervision to the Assistant Diocesan Safeguarding Advisers.
- 2.11.** To quality assure safeguarding casework, ensuring the effective identification, mitigation and monitoring of risk.
- 2.12.** Quality assure safeguarding advice and support to both senior staff and parishes, ensuring that it is line with national Practice Guidance and Codes of Practice.
- 2.13.** Identify appropriate cases for Safeguarding Practice Reviews.
- 2.14.** Identify and share good practice and learning.
- 2.15.** Support the Regional Safeguarding Lead to deliver the National Safeguarding Team Quality Assurance Framework at a local level.

### **Line Management**

- 2.16.** Line Management responsibility for the Diocesan Safeguarding Advisers including overseeing performance management, lone working risk assessments and remote working agreements.

### **Deputy Diocesan Safeguarding Officer**

- 2.17.** Act as the Diocesan Safeguarding Officer in the absence of the Director of Safeguarding. As set out in the Canons and Regulations of the Church of England, the Diocesan Safeguarding Officer has responsibility in the diocese, independent of the Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and adults. The Diocesan Safeguarding Officer has operational lead authority within the Diocese for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards:

## **3. General responsibilities**

- 3.1.** The post holder will comply with all standards, policies and procedures set by the Diocesan Board of Finance and Chichester Cathedral including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

- 3.2. The post holder is required to:
- support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management processes;
  - engage in training and continuous professional development activities.
- 3.3. The post holder will be required to travel across the Diocese of Chichester.
- 3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The Chichester Diocesan Board of Finance are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6. 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.

### **Terms and Conditions**

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

**DBS disclosure:** The appointment is subject to enhanced DBS disclosure.

**Salary:** The post is offered at £49,536 per annum.

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

**Place of work:** The post is based at Church House, Hove. The post holder also has the option to apply to use the diocesan remote working policy to work from home for part of the week.

**Travel and evening work:** The post will involve travelling around the Diocese of Chichester and some occasional evening work and work at weekends.

**Annual leave:** 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year

**Review Date: May 2026**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date: May 2027**

**PERSON SPECIFICATION**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level or equivalent		√
	A relevant professional qualification or the equivalent experience in social care or criminal justice with current professional registration if applicable	√	
<b>Knowledge and Experience</b>	Significant operational experience of safeguarding casework in cases involving the protection and safeguarding of children and / or vulnerable adults	√	
	Experience of at least some of this experience gained in the statutory safeguarding agencies		√
	Experience of managing or influencing the development of good safeguarding practice and healthy safeguarding cultures.	√	
	Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding	√	
	Experience of working with victims, survivors and perpetrators of abuse.	√	
	Experience of working with statutory and non-statutory organisations in managing	√	

	safeguarding allegations and assessing risk.		
	Knowledge and understanding of the structure and culture of the Church of England		√
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities</b>	Working knowledge of MS Office 365 suite	√	
	Ability to apply good safeguarding practice in a way that delivers positive outcomes for children and adults.	√	
	Able to transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context	√	
	Ability to manage, support and coach others in the implementation of good safeguarding practice and health safeguarding cultures.	√	
	Ability to communicate clearly and effectively, engaging with diverse stakeholders with authenticity and expertise.	√	
	Ability to maintain the highest standards of confidentiality and to work sensitively with those affected by safeguarding issues	√	
	Able to quality assure safeguarding practice	√	

	Ability to develop effective new ways of working for the organisation	√	
	Able to understand and navigate the complexity of working in a large organisation	√	
		<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Can inspire trust, confidence and commitment	√	
	A strong value base and commitment to doing the right thing	√	
	A good self-understanding: understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations	√	
	The ability to be self-reflective; welcoming feedback from others	√	
	A high level of personal resilience-working effectively in a pressured environment and under scrutiny	√	
	A strong commitment to equality and diversity	√	
	Sympathy with the aims and objectives of the Church of England	√	