

Job Description: Assistant Diocesan Safeguarding Advisor

Salary Range	£33,210 - £36,080 (Depending on experience)
Grade	5 - Technical
Team	Safeguarding Team
Line Manager	Diocesan Safeguarding Advisor (JB)
Line Reports	N/A
Contract Duration	Permanent
Contract Type	Part Time (0.4FTE)
DBS Check Requirement	N/A

Job Purpose

The overall goal of the role is to contribute to keeping vulnerable people safe and prevent them from harm whilst creating a culture of safe practice within the Diocese. The purpose of this role is to

- Assist and carry out safeguarding casework in the Diocese of Guildford, principally safeguarding agreements, and risk management plans for registered offenders and those who may pose a risk within the church community.
- Support safeguarding casework by providing advice to parishes on safeguarding issues, cases and incidents ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops.

Relationships:

Internal

- Diocesan Safeguarding team (Head of Safeguarding, Diocesan Safeguarding Advisor, Assistant DSA, Safeguarding Trainer and DBS and Safeguarding Coordinator)
- Wide range of stakeholders across the Diocese, including but not limited to those in licenced and authorised ministry, PCCs and parish officers.

External

- DSAs and Assistant DSAs in other dioceses, and other faith groups.
- Relevant officers in the various statutory authorities across Surrey, Sussex, Hampshire, Kingston), such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for public protection; multi-agency contacts; officers responsible for casework and public protection arrangements within the police (Surrey, Sussex, Hampshire, Metropolitan)
- Victims and survivors of abuse.
- Offenders and perpetrators of abuse and alleged perpetrators of abuse.

Responsibilities

Risk Assessments

- Complete risk assessments for 'High Harm perpetrators' who pose a risk and wish to attend church to worship.
- Put in place safety plans in place for victims/survivors who are at risk of harm or abuse in line with the national 'Signs of Safety' model.
- Use the DASH (Domestic Abuse, stalking and harassment) risk assessment and complete with those victims/survivors who are at risk of domestic abuse.

- Complete risk assessments 'on blemished' DBS or Confidential Declaration disclosures.
- Complete regular reviews of safety plans to ensure the safe and appropriate inclusion of those who may pose a risk in the church community.

Manage investigations under the direction of the DSA:

- Provide advice to parishes and diocesan departments on responding to concerns relating to the well-being of children, young people, and vulnerable adults.
- Conduct interviews of complainants, witnesses, and respondents.
- Completion of investigation reports and recommendations.
- Contribute to internal and external meetings relevant to the investigation.
- Create and maintain confidential, accurate and impartial written case records in line with the House of Bishops (HoB) Practice Guidance, ensuring that all records kept are accessible, accurate, securely held, and able to be analysed as and when required.

Work with key stakeholders

- Develop and maintain a close working relationship with the High Harm Unit (HHU) and the Paedophile Online Investigation Team (POLIT) in relevant policing area thereby achieving best risk management and information sharing regarding those who pose the highest level of risk.
- Attend partnership meetings to provide regular updates on key safeguarding issues or cases to the safeguarding team and provide appropriate challenge in the management of and response to specific cases or situations.
- Develop professional relationships with statutory agencies e.g. local safeguarding boards, the police, the public protection unit, multi-agency protection panels and the local probationary service, and work cooperatively 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.
- Work with Parish ministry teams to develop their understanding and management of safeguarding procedure and risk.

General

- Engage in ongoing professional supervision and continual professional development.
- Perform duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: Assistant Diocesan Safeguarding Advisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant qualification, such as police, probation, social care, criminal justice, with internal qualifications and/or current professional registration 	<ul style="list-style-type: none"> Degree or equivalent level of education.
Experience	<ul style="list-style-type: none"> Experience of undertaking safeguarding risk assessments. Professional safeguarding expertise and experience in a relevant statutory, voluntary, or judicial agency. Practitioner experience of working with victims and survivors of abuse and with offenders and perpetrators of abuse. 	<ul style="list-style-type: none"> Experience of contributing to case review processes and identifying and disseminating lessons to be learnt, e.g. Serious Case Reviews, Domestic Homicide Reviews
Skills & Knowledge	<ul style="list-style-type: none"> Understanding of the broader safeguarding field including its social and political context. In-depth knowledge of safeguarding legislation in relation to safeguarding children and adults. Ability to work sensitively and communicate with victims, survivors and respondents who are subject to allegations and/or those who may pose a risk (registered sex offenders). Experience in using appropriate interview models with victims, survivors, and respondents. Ability and willingness to challenge individuals, including those in authority. Effective organizational and planning skills. Ability to scrutinise and analyse complex and sensitive information and to present reports in a clear, concise way. Excellent IT literacy, a practitioner in the Microsoft Office suite and ability to use relevant databases. 	<ul style="list-style-type: none"> Understanding of and good working knowledge of the Church of England, its organisation and governance structures.
Personal	<ul style="list-style-type: none"> Fully supportive of the aims and mission of the Church of England A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues. Able to travel around the diocese when required, with a full driving licence. 	

- Subject to an enhanced DBS check.
- In line with HoB guidelines, the role is not a member of ordained clergy; is not undertaking any other paid role in the Diocese and does not discharge, or ever has discharged, any managerial functions in the Diocese outside of a safeguarding role; does not have any other conflicts of interest that would impact on him/her undertaking a safeguarding role.