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| **Safeguarding Coordinator** | diocese of east anglia logo 2015 |

**Job Description**

**Job Purpose**

The Safeguarding Coordinator is the strategic lead of safeguarding for the Diocese of East Anglia, providing executive leadership to the safeguarding team and professional advice to the Bishop and Trustees of the Diocese in their governance role as it relates to non-school safeguarding matters.

Salary: In the range £[50-55,000]

Hours: Full time, but with a flexible approach to hours

Location: Norwich and around the Diocese, with the possibility of some home working

Accountable to: Director of Operations and Finance

Responsible for: Safeguarding Administrator

Key relationships: Parish clergy and parish safeguarding representatives; Trustees and members of the Safeguarding Committee and Commission; staff of the Diocesan Curia; statutory agencies and the national Catholic Safeguarding Standards Agency.

**Key Duties and Responsibilities**

* Strategic lead on safeguarding for the Diocese of East Anglia.
* Strategic leadership and professional advisor to the diocesan bishop, Trustees, Safeguarding Commission, Safeguarding Sub-Committee, curial staff, clergy and lay persons on all aspects of safeguarding vulnerable people.
* Responding appropriately to victims and survivors, ensuring that their voice is heard and that they are listened to and supported at all stages of their safeguarding journey.
* Leadership and line management of the diocesan safeguarding team, promoting a culture of safeguarding within the diocese and parishes, and ensuring best practice and compliance with the eight national safeguarding standards.
* Effectively communicating safeguarding messages, including liaison with the Diocesan Communications team.
* Ensuring smooth running of key meetings; representing the diocese at strategic and operational safeguarding meetings.
* Liaising with the Catholic Safeguarding Standards Agency (CSSA) to ensure compliance with national policy & procedures and a one-church approach.
* Managing safeguarding allegations, including managing investigations of complex cases to a high standard. This includes liaising with statutory authorities and ensuring an appropriate response to all safeguarding incidents, including low-level concerns. Investigations are likely to include some or all of the following components: interviewing victim and witnesses, gathering evidence, reviewing documentation, interviewing respondents, assessing risk and completing high quality report for bishop and Commission, containing clear conclusions and recommendations.
* Escalating cases where necessary including, in appropriate cases, to the diocesan leadership team, insurers and Charity Commission.
* Ensuring that all allegations are effectively recorded and documented in case files, utilising nationally-approved forms and templates.
* Managing sex offenders and persons of significant safeguarding risk to ensure safety for all parties and their safe attendance at church or engagement in church-related activities.
* Ensuring that all cases are promptly presented to the Safeguarding Commission, Sub-Committee and board of Trustees.
* Ensuring training compliance and delivering safeguarding training to clergy and volunteers.
* Ensuring safer recruitment policy & procedures are complied with.
* Carrying out accurate risk assessments for blemished DBS disclosures or relevant self-disclosure information, and recording of that decision-making.
* Managing Safeguarding Team budget responsibly and authorising payments where appropriate.
* Ensuring learning from situations is captured and continual improvement of services.
* Supporting the Safeguarding Administrator, other Safeguarding Team members and curial staff in their respective roles, providing effective supervision.

**Person Specification**

**Qualifications and experience**

* Extensive experience managing safeguarding in a complex organisation;
* Experience of working with statutory agencies including the police, LADO and/or MASH;
* Experience of leading, managing, or commissioning safeguarding investigations
* A deep understanding of law and practice relating to safeguarding
* Experience supporting victims and survivors
* Experience of working within formal frameworks for governance, accountability and standards
* Ability to communicate effectively face to face and in writing
* A familiarity with the structures and governance of the Roman Catholic church would be helpful but is not essential.

**Attributes**

* The successful candidate will be able work in accordance with the ethos and values of the Catholic Church.

• Professional manner and presentation, with a collegiate, respectful and supportive

approach to work.

• Excellent interpersonal skills with the patience, clarity, and effectiveness of

communication necessary to lead, interact and manage well.

• Collaborative approach to all aspects of work.

• Excellent attention to detail and a well ordered approach to work, including strong

administration skills.

• Ability to maintain confidentiality.

* A commitment to supporting victims and survivors.

• Demonstrated commitment to service and a willingness to be accountable for their

performance.

**This post will be subject to Disclosure and Barring Service checks. Two references should be supplied.**