

**Diocese of Leicester
Job Description**

JOB TITLE: Assistant Diocesan Safeguarding Officer

LINE MANAGER: Diocesan Safeguarding Officer

PURPOSE:

To support the Diocesan Safeguarding Officer (DSO) in ensuring that safeguarding provision in the diocese is undertaken in line with the National Safeguarding Standards and Church of England safeguarding policies and Codes of Practice. This will involve holding a portfolio of casework, involvement in training, liaison with parishes, and supporting Parish Safeguarding Coordinators.

KEY RESPONSIBILITIES:

The main responsibilities of the Assistant Diocesan Safeguarding Officer are arranged according to the Church of England's [National Safeguarding Standards](#):

National Standard 1: Culture, leadership and capacity.

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

The ADSO will:

- Work with the DSO and others to support, develop and improve the safeguarding practice and culture across the Diocese.
- Support organisational change and developments across the diocese.
- Support the implementation of policies and practices in line with national requirements and effective and robust record keeping for all casework, advice and guidance, training.
- Support the DSO in engagement with the Diocesan Safeguarding Oversight Group (DSOG) as required.
- Implementation of specific areas/actions identified within the DSOG Safeguarding Strategy.
- Contributing to learning and reflective practice from casework.
- Deputise for the DSO when necessary.

National Standard 2: Prevention.

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

The ADSO will:

- Work to and assist with the implementation of [Safeguarding Code of Practice and House of Bishops Safeguarding Guidance](#) across the whole diocese.
- Give advice, support, direction and challenge on safeguarding matters, under the direction of the DSO, to senior leaders, other church officers and church bodies within the diocese, and support church bodies in achieving compliance with the requirements set out in the policy and guidance.
- Engage with Parish Safeguarding Coordinators (known as Parish Safeguarding Officers in national Practice Guidance) to ensure they are supported, informed and equipped.
- Assist the DSO with their duties in working with others to ensure that safer recruitment is practised.

National Standard 3: Recognising, Assessing and Managing risk.

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

The ADSO will:

- Undertake safeguarding casework within the Diocese, as directed by the DSO, ensuring that work is completed as required by Safeguarding Codes of Practice, House of Bishop's Safeguarding Guidance and all other relevant statutory guidance and legal responsibilities, and that case recording is kept up to date.
- Ensure, in liaison with the DSO, that any allegation or report of abuse that meets the threshold for referral to the police or other statutory agency, e.g. Local Authority Designated Officer (LADO) is referred without delay, and co-operating with any subsequent process.
- As directed by the DSO, advise the Bishop when a risk/safeguarding assessment on a church officer is required, how this should be undertaken in line with Regulations and how any recommendations should be implemented.
- Support Parish Safeguarding Coordinators, clergy and other relevant people at parish level in making referrals.
- Develop and maintain effective working relationships with key officers in relevant statutory authorities.

National Standard 4: Victims and Survivors.

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

The ADSO will:

- Contribute effectively to the Diocese's response to those reporting abuse.
- Contribute to the ongoing implementation of the House of Bishop's Policy, [Responding Well to Victims and Survivors of Abuse](#).
- Undertake work in implementing the diocese survivor care strategy, as directed by the DSO.
- Seek feedback from victims and survivors and contribute to developing and implementing appropriate action in response.

National Standard 5: Learning, Supervision and Support.

All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

The ADSO will:

- Work collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attend national safeguarding events and activities as required.
- Engage in professional supervision provided by the DSO, and in continuing professional development as appropriate and required by any relevant professional body of which they are a member.
- Contribute to the provision of safeguarding training across the Diocese by supporting the Safeguarding Training Officer as directed by the DSO.

Management and Governance

Duties which do not fall directly under one of the five standards.

The ADSO will:

- Attend governance and management meetings within the diocese as required by the DSO.

Generic Responsibilities for all DBF employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times.

2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
3	To ensure compliance with data protection requirements
4	To undertake other duties as may reasonably be expected.

KEY RELATIONSHIPS:

In each diocese there will be different people responsible for the management and implementation of safeguarding. It is however, essential that the Assistant Diocesan Safeguarding Officer builds and maintains effective working relationships with:

- Diocesan Safeguarding Team members.
- Diocesan Bishop and Archdeacons
- Senior staff of the Diocese and Diocesan Board of Finance, particularly the Diocesan Secretary and the Head of Human Resources.
- Dean and senior cathedral staff.
- People with safeguarding responsibility in parishes including Parish Safeguarding Coordinators, clergy and others.
- Relevant officers in the various statutory safeguarding authorities.

PERSON SPECIFICATION:

QUALIFICATIONS	Essential	Desirable
Relevant professional qualification or equivalent (i.e. Social Work, Probation, Police etc.)	X	
Good general level of education	X	
Qualifications related to safeguarding children and adults		X
Educated to Degree Level or equivalent		X
KNOWLEDGE AND EXPERIENCE	Essential	Desirable
Experience of safeguarding children and/or adults in a voluntary or statutory sector.	X	
Experience in risk assessment and risk management in relation to offenders/offending behaviours and those that may pose a risk.	X	
Experience of applying policy, procedure and good practice in relation to the safeguarding of children and/or adults.	X	
Experience of effectively managing a caseload.	X	
Experience of working with victims/survivors of abuse.	X	

Experience of working in a challenging environment demanding resilience and self-awareness.	X	
An ability to prioritise work and be flexible to changing team needs and priorities.	X	
Proficiency in the Microsoft Office Suite, including Sharepoint, and competency in using case file databases.	X	
Experience of working in an environment with confidentiality and data protection considerations.	X	
Knowledge of trauma informed practice and experience of applying this to safeguarding work.		X
Knowledge of local authority safeguarding processes and statutory frameworks.		X
Knowledge of the principles of safer recruitment		X
Experience of multi-agency working including with statutory and non-statutory agencies.		X
Knowledge of the structure and mission of the Church of England		X
PERSONAL QUALITIES	Essential	Desirable
High levels of enthusiasm and self-motivation with a willingness to challenge stereotyping, prejudice, discrimination and bias.	X	
Able to build relationships, work sensitively with others and relate to people in a wide range of roles and situations	X	
Good organisational and planning skills; able to work unsupervised and collaboratively as part of a team.	X	
Good written and verbal communication skills	X	
Able to recognise the impact of their own actions and behaviours upon others and to act with honesty and integrity.	X	
Attention to detail	X	
Able to build professional interpersonal relationships with people in a wide range of roles.	X	
Ability to learn quickly, have an enquiring mind, and provide a solution focused approach to problem solving.	X	
Able to arrange own transport around the diocese to meet the requirements of the role	X	

Comfortable working in a Church environment and in sympathy with the values of the Diocese of Leicester.	X	
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The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.