



**Church of Ireland**  
**CHILD PROTECTION OFFICER (Republic of Ireland)**  
**- Temporary appointment**

**Job Description**

**Summary:** To advise and support parishes, dioceses and central Church bodies on the implementation and development of the Church of Ireland's child protection policy *Safeguarding Trust* throughout the Republic of Ireland. The role is focused mainly on primary prevention and includes coordinating and delivering training at all levels, providing advice on the reporting of any child protection issue and contributing to policy development and review. The post holder will also act as a liaison person for Garda vetting. The post, which will be offered on a fixed term basis, is based in Dublin and involves travel within Ireland.

**Specific responsibilities**

1. Coordinating and delivering training
2. Monitoring and supporting the implementation of the Church's child protection policy
3. Supporting parishes and dioceses in responding to concerns about the welfare of children
4. Contributing to the development and review of policy
5. Acting as second liaison person for Garda vetting
6. Reporting within the governing structures of the Church
7. Developing links with statutory organisations and other bodies

Other duties consistent with the job title may be assigned from time to time.

**Terms and Conditions of Appointment**

**Appointment:** The post is expected to be offered for a fixed term of between 9 and 12 months, by agreement with the successful candidate, pending the review of the Church's safeguarding policies for both children and adults.

**Hours of work:** Part-time based on an average 20 hour week. Flexible working with core time at Church of Ireland House – the role requires some evening and weekend work.

**Location:** The post-holder will be based in Church of Ireland House, Rathmines, Dublin 6 and will serve the Church of Ireland throughout the Republic of Ireland. Travel within Ireland and occasional overnights will be required.

**Remuneration:** Salary and benefits will be competitive with market rates and will also reflect the experience/qualifications of the successful candidate.

**Application**

Application should be made using the application form supplied including names and contact details of two referees.

Completed applications must arrive no later than 4.00pm on Monday 19 September 2016.



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**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Education / Training	Relevant degree and/or professional qualification	
Experience	Relevant experience demonstrating a combination of people skills and administrative ability, for example: social work, youth/family work, teaching, training or other relevant field	Experience of working with people from a variety of sectors  Experience of working with volunteers  Experience of policy development and/or review
Knowledge / Skills	Knowledge of child protection issues and related good practice  Proven administrative and record keeping skills  A proven ability to deliver training  Strong verbal and written communication skills  Competence in an appropriate range of IT skills, for example: use of email and internet, MS Word and PowerPoint or equivalents	Familiarity with relevant legislation, guidance and procedures  Working knowledge of issues related to Garda vetting procedures
Other	A sympathy with and understanding of the ethos of the Church of Ireland  An ability to work on his/her own initiative  Possession of a full valid driving licence and/or access to a vehicle	

**Background**

The Church of Ireland introduced *Safeguarding Trust* as its child protection policy in 1997. The policy has been revised in line with developments in child protection and currently a 5<sup>th</sup> edition is in preparation. Child protection is interpreted by the Church in the widest sense to include the provision of a safe physical environment and supervisory procedures as complementary to the prevention of all types of harm and abuse.

Dioceses have appointed trainers or implementation teams who operate mostly in a voluntary capacity. Each parish or parish grouping has a panel of three individuals who supervise the ongoing implementation of the policy including having a role in the appointment of volunteers or paid workers who lead youth activities, Sunday schools, junior sports, crèches or pre-schools. Panel members would have a role in reporting to the statutory authorities any concern, suspicion or allegation of child abuse.

The work of child protection is supervised by the Church's Board of Education, which is responsible for the maintenance of the policy. The Child Protection Officer reports to the Church's Education Officer, who is Secretary of the Board.