



## Church of Ireland SAFEGUARDING OFFICER (Republic of Ireland)

### Job Description

**Summary:** The object of this role is 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* and its adult safeguarding policy throughout the Republic of Ireland. The role is focused mainly on primary prevention and includes co-ordinating and delivering training at all levels, providing advice on the reporting of any child protection issue, and is responsible for policy development and review. The post, which will be offered on a fixed-term basis, is based in Dublin and involves travel within Ireland.

#### Specific responsibilities

1. Co-ordinating and delivering training in relation to child and adult safeguarding policies
2. Supporting and advising on the implementation of the Church's safeguarding policies
3. Supporting parishes and dioceses in responding to concerns about the welfare of children and relevant adults
4. Contributing to the development and review of policies
5. Line management of Garda vetting function with occasional support duties (which includes Church of Ireland national schools as well as parish vetting activities)
6. Reporting within the governance structures of the Church: The Safeguarding Trust Board and the General Synod
7. Developing an annual budget and assisting with the collation of reporting data, as required
8. Maintaining regular working links with the Church's safeguarding staff in Northern Ireland
9. 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 offered on a three year fixed term basis and is a full-time position, confirmed after a 9 months probationary period, by agreement with the successful candidate.

**Hours of work:** Based on an average 35 hour week. Flexible working with core time at Church of Ireland House – the role requires some evening and weekend work. Holidays will be as specified in the contract of employment.

**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, to include your most recent employment. (No approach will be made to your present employer without your prior permission.)

Completed applications must arrive no later than **4.00pm on Monday 12 November 2018**.



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### Person Specification

	<b>Essential</b>	<b>Desirable</b>
Education / Training	Relevant degree and/or professional qualification (eg. B.Soc. Sc.)	
Experience	<p>Relevant experience demonstrating a combination of people skills and administrative ability, for example: social work, youth/family work, policy development and implementation, teaching, training or other relevant field (2 years minimum experience).</p> <p>Experience of dealing with cases of a sensitive nature in a confidential environment</p> <p>Experience of taking ownership of a role and the managing of sensitive safeguarding matters.</p>	<p>Experience of working with people from a variety of sectors</p> <p>Experience of working with volunteers in a community context regarding Safeguarding</p> <p>Experience of policy development and/or review</p>
Knowledge / Skills	<p>Knowledge of child/adult protection issues and related good practice</p> <p>Proven administrative and record keeping skills</p> <p>A proven ability to deliver training</p> <p>Strong verbal and written communication skills</p> <p>Competence in an appropriate range of IT skills, for example: use of email and internet, MS Word and PowerPoint or equivalents</p>	<p>Familiarity with current relevant legislation, guidance and procedures on child protection and adult safeguarding</p> <p>Working knowledge of issues related to Garda vetting procedures</p>
Other	<p>A sympathy with and understanding of the ethos of the Church of Ireland</p> <p>An ability to work on his/her own initiative</p> <p>Experience of managing other staff</p> <p>Possession of a full valid driving licence and access to a vehicle</p>	

### 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.

An adult Safeguarding Policy has been approved relating to legislative requirements in Northern Ireland and will be applied as good practice in the Republic of Ireland.

The area of child and adult protection is supervised by the Safeguarding Trust Board, which is responsible for the maintenance of policy. The Safeguarding Officer reports, for governance and policy content purposes, to the Safeguarding Board, which is administered by the Secretary for the Board of Education NI. The post holder reports to the Secretary to the Board of Education (day to day line management) and will also act as line manager of the Garda vetting function, including the provision of holiday cover as required (which may involve becoming a Liaison Person).