**Job Description**

**Summary:** The Safeguarding Officer will advise and support parishes, dioceses and central Church bodies on the implementation and development of the Church of Ireland’s child safeguarding policy *Safeguarding Trust* and its adult safeguarding policy throughout Northern 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 is a permanent role, is based in Belfast and involves travel within Ireland.

**Specific responsibilities**

1. Supporting parishes and dioceses in responding to concerns about the welfare of children and adults, advising on the management of cases and maintaining appropriate records
2. Co-ordinating and delivering training in relation to child and adult safeguarding policies
3. Supporting and advising on the development and implementation of the Church’s safeguarding policies and good safeguarding practice
4. Contributing to the development and review of policies
5. Line management of vetting function with occasional support duties
6. Reporting within the governance structures of the Church: The Safeguarding Board and the General Synod and supporting the administration of their work
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 the Republic of Ireland and the diocesan support teams
9. Developing links with appropriate 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 a permanent full-time position, subject to vetting through Access NI in the first instance.

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 House Belfast and will serve the Church of Ireland throughout Northern 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.

**Applications**

Application should be made by sending your CV and completed application form, including names and contact details of two referees, to include your most recent employment (you will be contacted for permission before any approach is made to referees).

Completed applications should be sent to recruit@rcbdub.org to arrive no later than 4.00pm on Monday 29th November.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Education / Training | Relevant degree and/or professional qualification (eg. B.Soc. Sc.) |  |
| Experience | 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 (5 years minimum experience).  Experience of dealing with cases of a sensitive nature in a confidential environment.  Experience of taking ownership of a role and the managing of sensitive safeguarding matters. | Experience of working with people from a variety of sectors.  Experience of working with volunteers in a community context regarding Safeguarding.  Experience of policy development and/or review. |
| Knowledge / Skills | Knowledge of child/adult protection issues and related good practice with an emphasis on a victim/survivor-centred approach.  Familiarity with current relevant legislation, guidance and procedures on child protection and adult safeguarding.  Experience of working as part of a team as well as on own initiative.  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. | Working knowledge of issues related to vetting procedures. |
| Other | The right to live and work in Northern Ireland.  A sympathy with and understanding of the ethos of the Church of Ireland.  Possession of a full valid driving licence and access to a vehicle. | Experience of managing other staff. |

**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 the current versions of both child and adult policies are available to view at [Safeguarding – Church of Ireland (anglican.org)](https://safeguarding.ireland.anglican.org/).

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 currently have a role in reporting to the statutory authorities any concern, suspicion or allegation of child abuse.

*Governance and Reporting:*

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