

Job Description

Roman Catholic Diocese of Nottingham: Job Description Form

Department/Parish: Curia

Job title: Safeguarding Officer/Caseworker

Purpose of role: To promote excellent safeguarding practice, in line with local and national best practice, provide advice across the Diocese and respond to safeguarding referrals and allegations.

To work closely with the Diocesan Safeguarding team, to help co-ordinate, plan and monitor all aspects of safeguarding work within the Diocese including advising parishes of Policy and procedures including parish audits and training.

Based at: Diocesan Offices (1 Castle Quay, Nottingham, NG7 1FW)

Hours of work: 3 days per week (24 hours), with flexibility for working during evenings and Saturdays.

Salary: £32,000 per annum pro rata (£19,200 per annum)

Line Manager: Senior Safeguarding Coordinator

Main responsibilities

Responsibilities	Standards expected/ How achievement will be measured
Monitor and remain up to date with the development of government policy, Catholic church policy and good practice and maintaining continuing professional development and professional registration where appropriate.	Knowledge of policy and procedures. Through successful implementation of safeguarding frameworks and relevant legislation.
Maintain knowledge of how local arrangements for safeguarding agencies are structured in relation to providing safeguarding services and how they receive referrals.	Partnership working and effective involvement with other agencies.
Support the senior clergy in ensuring each parish has adopted and implemented the Catholic church policy and processes.	Active parish support through advice and auditing methods.
Contribute to the work of the Safeguarding Advisory Panel (SAP)	Promoting proactive safeguarding and creativity.
To report to the SAP and other Diocesan bodies on the progress of safeguarding arrangements as required by the Senior Safeguarding Coordinator.	Through reports created as requested regarding your specific work within the safeguarding team.

Responsibilities	Standards expected/ How achievement will be measured
Give advice to the Bishop and other church officers as required by the Senior Safeguarding Coordinator.	Advice and support is provided as required.
As part of the safeguarding team, ensure each parish has adopted and implemented the Catholic church safeguarding policies and procedures.	All parishes are compliant with the Catholic church safeguarding policies and procedures. Regular auditing will be used to monitor this.
Provide a professional response to serious safeguarding situations, following the Catholic churches safeguarding framework	All situations are dealt with in a prompt and courteous manner, and within the safeguarding framework set by the Catholic church.
To take responsibility for case work delegated by the Senior safeguarding co Ordinator, ensuring all work is recorded in line with policy.	All cases allocated by the Senior Safeguarding Coordinator are handled in the correct manner, within the safeguarding processes set out. All case files are kept up to date.
Ensure appropriate levels of support are put into place for alleged victims/survivors and their families, alleged perpetrators and their families, congregations or others who are affected.	Positive evidence of actively seeking to offer to provide victims and survivors with appropriate support.
To undertake any other activity within the scope of the safeguarding team's work, and the role-holder's skills and experience, as reasonably requested by the Senior Safeguarding Coordinator.	All tasks are carried out promptly, accurately and in a timely manner.
Provide guidance and direction where there are concerns about children and young people and adults who may be a risk	Guidance is provided, when requested, through appropriate signposting and support.
Respond to requests for advice, information, and guidance for individuals in the Church who are concerned about the welfare of vulnerable people (children, young people and adults whose behaviour is concerning).	Effective communication, knowledge and support offered.
Build understanding and knowledge of Safer Recruitment guidance and of the Disclosure and Barring Service systems and processes.	All clergy, staff and parishes are provided the relevant training opportunities and advice when required.
Undertake risk assessments for blemished DBS's.	Accurate risk assessing and documented records.

Responsibilities	Standards expected/ How achievement will be measured
Ensure, always, that appropriate records are maintained, suitable for admission in legal proceedings	All records are kept up to date with accurate and timely record keeping.
Support individuals when a referral to local authority children's and adults' social care or the police is necessary	Support is provided to all victims, survivors, parishes and perpetrators, as required.
Support parishes during a child/adult protection or safeguarding enquiry and afterwards. This may include ensuring support is provided for others in the parish who may be affected by such an enquiry, for example volunteers or other leaders	Support is provided to all parties who require support.
Work in partnership with the statutory agencies as required.	Partnership with external agencies are established and maintained, and meetings are attended when required. External services are signposted on the diocesan website.
To be responsible for carrying out risk assessments for offenders worshipping in parishes, completing safeguarding agreements and processes and reviewing as appropriate.	Risk assessments are carried out and put in place when required. All risk assessments and safeguarding plans are monitored and reviewed as required. Relationships with Parish Safeguarding Reps (PSR's) and clergy are created and maintained.
Support safeguarding training and parishes where needed.	Positive involvement in facilitating and supporting the safeguarding training team programme.
Participate in performance appraisal process and undertake any learning and training identified.	Engagement is positive and collaborative, receptive, cooperative and responsive
To contribute positively to the safeguarding team.	Working as a pro active team member, using initiative. Ability to work unsupervised as well as within the team.

Key Internal Contacts: Line Manager (see above), Clergy, Parish Safeguarding Representatives, Parish staff, Parish volunteers; parishioners and other enquirers. There are no subordinate staff.

Key External Contacts: Police, Social Services, LADO, Mental Health service providers, contacts in other dioceses and other faith settings and other external agencies.

Experience and qualifications required for role:

The post of Safeguarding Officer/Caseworker requires someone with a range of skills appropriate to a wide-ranging and varied role. The following are the key requirements.

Essential

- Educated to degree level or equivalent qualification related to social care, child protection or safeguarding. (Significant equivalent proven experience, especially in social work, police, probation or healthcare, settings will be considered.)
- Minimum of three years' professional Safeguarding-related experience.
- Experience of managing Safeguarding cases.
- Experience of undertaking statutory risk assessments and investigations.
- Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.
- Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in position of trust and the management of those who may pose a risk.
- Clear and effective knowledge of Safeguarding and promoting wellbeing including:
 - The different forms of abuse and neglect and their impact on child development and on vulnerable adults.
 - How to respond to victims/survivors of abuse.
- Knowledge of the legal and procedural framework for Safeguarding. This will include: Children Acts 1989 & 2004; Human Rights Act 1998; Mental Capacity Act 2005 (and Code of Practice 2007); Data Protection Act 2018; Working Together to Safeguard Children (Government Guidance); and Equality Act 2010.
- Multi-Agency Working – have a clear understanding of:
 - Own role and remit, including limitations.
 - Procedures and working methods.
- Effective Communication: Understand:
 - Confidentiality and ethics.
 - Importance of respect.
 - Effective consultation and negotiation.
 - The various sources of support available.
- Ability to identify signs of abuse and neglect: physical; sexual; emotional; financial
- Ability to draft clear and accurate documents/reports for various audiences.
- Capacity to relate to a wide range of people: in person, by telephone or by e-mail.
- Ability and willingness to work collaboratively with the Bishop, Trustees, Safeguarding Commission and other committees, as required, the Curial Leadership Team, COO, EV Finance & Administration, Parish Priests and other colleagues.
- Initiative and able to work with minimal supervision.
- Flexibility and adaptability to changing priorities.
- Willingness to be involved in continuing personal and professional development.
- Ability to deal with difficult/challenging situations.
- Awareness of the hierarchy of the Catholic Church and its priorities

Desirable

- Experience of Child Protection in a church or similar volunteer environment.
- A detailed understanding of the specific policies, procedures and structures of the Catholic Church in England and Wales.

Personal attributes: A commitment to the ethos of the Catholic Church is essential.

Way of working: Within a creative and enthusiastic team, to serve the Parishes, Curia and outside agencies supporting efficient operation of the Diocese of Nottingham.