

# Job Description

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## **Roman Catholic Diocese of Nottingham: Job Description Form**

**Department/Parish:** Curia

**Job title:** Safeguarding Training Officer

**Purpose of role:** To deliver training courses throughout the diocese to raise awareness of safeguarding children and adults. To encourage good practice and support of procedures throughout parishes, in supporting clergy, parish safeguarding representatives and volunteers.

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.

**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:** £28,000 per annum pro rata (£16,800 per annum)

**Line Manager:** Senior Safeguarding Coordinator

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### **Main responsibilities**

<b>Responsibilities</b>	<b>Standards expected/ How achievement will be measured</b>
In liaison with the Senior Safeguarding Coordinator, plan and deliver a range of safeguarding training to parishes, ensuring that all training is policy compliant with national and diocesan policy and practice guidance. Training will be delivered face to face, virtual and online versions.	High quality of training is delivered throughout the Diocese and the training is tailored to the audience for each training course. All training will be compliant with the relevant safeguarding legislation and processes.
To ensure the training needs of clergy and lay church staff/volunteers are met through organising diocesan and parish training events as required, including booking venues and providing training materials, etc.	The training needs of the clergy and the lay church staff/volunteers are met, and training is offered when required. All logistical arrangements required for the training courses to go ahead, are in place and the courses correctly advertised.
To collate feedback on training to ensure that training standards are maintained, and any issues or concerns are addressed.	Feedback is collected through evaluation questionnaires at the end of each training session, and training courses are tailored and amended in response to this feedback.

<b>Responsibilities</b>	<b>Standards expected/ How achievement will be measured</b>
In liaison with the Safeguarding Administrator, ensure training records are kept, and encourage those who need training to attend	All training records are kept up to date, and training is offered when relevant and required.
To ensure parishes are kept up to date with the requirements of best practice in the protection of children and adults through regular communication.	All parishes are aware of safeguarding best practice, and support is provided when required.
To induct and offer support and training to Parish Safeguarding Reps (PSR') as appropriate	PSR's are fully trained and support provided as required.
To contribute to the development of policies, procedures and best practice guidance as appropriate	Policies, procedures and best practice guidance is kept up to date.
To attend team, diocesan and national meetings and events as required.	Effective networking and information gathering.
To contribute to the development of safeguarding newsletters, networking days and web material as appropriate	Publications produced are up to date and in line with current procedures and best practise.
In liaison with the Senior Safeguarding Coordinator, respond to and act upon requests for advice, information and guidance from individuals in the church who are concerned about the welfare of a child or adult at risk of harm.	Accurate and prompt support is provided to parishes and other staff where needed.
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.	Support and assistance is provided as and when required to adapt to safeguarding tasks that are required to support the team.
Participate in performance appraisal process and undertake any learning & training identified	Engagement is positive and collaborative, receptive, cooperative and responsive.

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**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 Training Officer requires someone with a range of skills appropriate to a wide-ranging and varied role. The following are the key requirements.

### **Essential**

- A qualification in safeguarding and/or in training
- Experience and skills in training, volunteer recruitment and support areas of safeguarding.
- Strong track record in developing and delivering high quality and engaging training.
- Demonstrable understanding of safeguarding children and/or vulnerable adults.
- Knowledge of safeguarding legislation and guidance in the UK.
- Good IT skills, including Word, Excel, PowerPoint, and an electronic diary system.
- Strong written communications skills, including the ability to produce and engaging training materials, and to write reports.
- Strong verbal communication skills and interpersonal skills, including the ability to deliver training content and facilitate learning.
- Good coaching skills and the ability to mentor volunteers.
- Ability to work with quality assurance processes.
- High level of professionalism, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
- Self-motivated and well-organised; able to work to a high standard with minimum supervision, and use initiative to solve problems
- 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.
- Capacity to relate to a wide range of people: in person, by telephone or by e-mail.
- 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.