



THE DIOCESE IN EUROPE

Diocesan Office

JOB PROFILE

JOB TITLE: ASSISTANT HEAD OF SAFEGUARDING

LOCATION: [Church House], Diocese in Europe, Diocesan Office, 14 Tufton Street, London SW1P 3QZ

REPORTING TO: Head of Safeguarding

KEY RELATIONSHIPS:

Diocesan Safeguarding Team members, Bishops, Diocesan Secretary, Diocesan Safeguarding Advisors, National Safeguarding Team, Bishops, Archdeacons. Chair and members of the Diocesan Safeguarding Advisory Committee, other senior staff plus Clergy and Laity of our churches around the Diocese; and other members of the Diocesan Office team.

BACKGROUND:

The Diocese in Europe is geographically by far the largest diocese of the Church of England. We have almost 300 congregations in 140 chaplaincies in over 40 countries across Europe plus Turkey, Morocco and Russia. The successful candidate will be responsible for promoting a 'Safe Churches' message through all our local Chaplaincy Safeguarding Officers, and leading on safeguarding cases requiring intervention or advice as part of our commitment to the safeguarding of children, young people and vulnerable adults. Further information about the Diocese can be found at <https://europe.anglican.org/>.

The Diocesan Bishop Robert Innes is based in Brussels, where he is supported by a Bishop's Chaplain and administration team. The Suffragan Bishop is based in the Diocesan Office, which is a self-contained part of Church House in Westminster, with 12 staff and is responsible for a range of functions including, finance, governance trust management, communications and ministerial development.

The Diocese is served by 160 clergy holding the Bishop's Licence and over 100 Readers. Our Chaplaincies have active children's and youth ministries, and most are regularly involved with vulnerable adults and others on the margins of society. The Diocese has a significant ministry working with refugees and migrants. Safeguarding is a vital part of the Church's Mission of healing, justice and hope. As a Diocese we aim to deliver best practice in safeguarding children and vulnerable adults. There are estimated to be in the region of 1,000 individuals, clergy and laity, spread throughout the Diocese who are required to undertake our safeguarding training modules.

JOB SUMMARY:

- To support the Diocese Safeguarding Service (DSS) in providing appropriate advice, risk assessment and other safeguarding support to Chaplaincies, and to survivors/victims of abuse.
- To monitor all case work and ensure that allegations of abuse are properly managed and recorded, with appropriate referral to relevant statutory authorities.
- To make sure that offenders returning to the community and others that may pose a risk are appropriately supported and managed.
- To support the DSS in the development and delivery of its [safeguarding policy](#) and protocol, training and an understanding of good practice.
- To manage and provide support to the administration team.
- To assist with the completion and recommendations of our Past Cases Review 2 (PCR2).
- To undertake such other reasonable duties as may be required by the HOS.

MAIN DUTIES AND RESPONSIBILITIES:

Casework

- Provide guidance and direction where there are concerns about children and young people and adults who may be a risk.
- Oversee the casework of the Diocesan Safeguarding Officer (DSO) and provide advice to the local volunteer Chaplaincy Safeguarding Officers (CSO).
- Respond to requests for advice, information and guidance from individuals in the Church who are concerned about the welfare of vulnerable people (children, young people and adults, including those whose behaviour is of concern).
- Under the guidance of the Head of Safeguarding, take the lead in responding to safeguarding situations, following the [Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers](#).
- Undertake assessments of any person of concern (which may require travel in Europe).
- Arrange and attend Safeguarding Case Management Meetings, at times this will include preparing chaplaincy personnel for such meetings and attending with them, or on their behalf.
- Provide advice to the DSO, CSOs, and senior managers in relation to managing complex cases.
- Ensure there is support and advice for those who are victims or survivors of abuse.
- Ensure the provision, approval and training of Support Persons when required.
- Support individuals when a referral to statutory services or the police is necessary.
- Support chaplaincies during a child/adult protection or safeguarding enquiry and afterwards. This may include ensuring support is provided for others in the chaplaincy who may be affected by such an enquiry, for example volunteers or other leaders.
- Work in partnership with the statutory agencies as required by the HOS.
- Contribute to risk assessments undertaken in the chaplaincy or diocese as agree by the HOS.
- Ensure at all times that appropriate records are maintained, suitable for admission in legal proceedings in line with [Safeguarding Records: Joint practice guidance for the Church of England and Methodist Church](#).
- Contribute to the drawing up and regular review of agreements for those known to be a risk to children and / or vulnerable adults.
- Provide advice to the administrator about safeguarding checks, ensuring the process is fit for purpose, and undertake a risk assessment process for those where safeguarding checks are not clear, or not possible.

Policy, protocol and good practice guidelines

- Monitor and keep the Diocesan Safeguarding Policy and protocols up to date with the requirements of UK government and EU legislation, and Church of England policies.
- Maintain personal continuing professional development and professional registration where appropriate.
- Develop knowledge of how local partnership arrangements for safeguarding are structured in relation to providing safeguarding services and how referrals are made.
- Support the Archdeacons in ensuring each Chaplaincy has adopted and implemented the Diocesan Safeguarding Policy, protocols and procedures.
- Promote full engagement with the Safeguarding Dashboard.
- Undertake reviewing and auditing of chaplaincy practice and compliance.
- Monitor, check and provide advice and guidance on improving local safeguarding in chaplaincies.
- This list of main duties and responsibilities is not exhaustive and is intended to reflect the main tasks and areas of work envisaged at this time. Changes may occur over time and agreement will be expected to any reasonable changes to this job description, which are commensurate with the level of responsibility required and salary scale offered and in line with the general nature of the post. The post holder will be consulted about any changes to this job description before they are implemented.

Training

- In collaboration with the National Safeguarding Training Team and Diocesan Head of Safeguarding, develop and ensure the delivery of appropriate safeguarding training, as recommended by the House of Bishops, for all clergy, Chaplaincy Safeguarding Officers and Lay Leaders throughout the Diocese.
- Develop and maintain an up-to-date safeguarding training curriculum suitable for the differing needs of clergy and laity working in the variety of church roles with children, young people and adults.
- Monitor and maintain the suitability of the safeguarding e-learning, virtual and in-person programmes, with appropriate liaison with external trainers.
- Develop and maintain sufficient numbers of trained volunteer safeguarding trainers in the Diocese.
- Evaluate, review and monitor the effectiveness of the training programme.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education Training Skills	Relevant professional qualification or equivalent, or exceptional experience (for example; social work, health, teaching, law, police etc.) with current registration where applicable.	A qualification in Training
	Level 3 training ¹ in child or adult protection with ability to demonstrate transferrable knowledge across the client groups	Training in both child and adult protection Training to Level 4
	Good IT skills, including Microsoft Office	
	Good record keeping skills	
	Excellent interpersonal and communication skills - written, oral and presentational	
	Understanding of the challenges of implementing safeguarding policies in an international context.	Experience of work or challenges outside the UK
Knowledge Experience Ability	Experience and knowledge of safeguarding working with children, young people and/or adults who are vulnerable and ability to demonstrate transferrable knowledge across the client groups	
	Experience of working with victims or survivors of abuse	
	Up to date knowledge of safeguarding guidance and the management of cases of concern.	Detailed knowledge of national church safeguarding policies
	Experience in developing and implementing safeguarding procedures and policies	
	Able to analyse complex situations and advise appropriately	
	Proven experience of arranging and leading training events	
	In sympathy with the aims of the Church of England	Knowledge of church structures
	Experience relevant to developing and sustaining relationships at all levels both inside and outside the church	
	Able to identify examples of poor practice and ensure that necessary change is implemented	
	Able to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding	
Able to travel in the diocese from time to time		

¹ Relevant training levels

- Level 3: Professional staff working with children, young people or vulnerable adults and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns
- Level 4: Named professionals, with at least 3 years' experience who can give advice to others
- Level 5: Designated professionals takes a strategic and professional lead in an organisation
- Level 6: Experts (clinician with specialist skills and knowledge) and/ or a court appointed expert