

## **Archdiocese of St Andrews & Edinburgh**

### **JOB DESCRIPTION: DIOCESAN SAFEGUARDING OFFICER**

#### **REPORTING TO: DIOCESAN SAFEGUARDING ADVISER**

**Three days a week (21 hours) with flexibility to cover some evening/weekend work**

#### **Description of role:**

1. To assist the Safeguarding Adviser in providing a professional safeguarding service to and on behalf of the Archdiocese.
2. To act as the link person in the Safeguarding team for Deanery Safeguarding groups and specifically Parish Safeguarding co-ordinators, advising on a range of matters including training needs, audit requirements, and risk assessments.
3. To support the Safeguarding Adviser in the development of policy and procedures for the Archdiocese arising from the implementation of “In God’s Image, Safeguarding in the Catholic Church in Scotland”.
4. To support the Safeguarding Adviser in maintaining good case-records and inputting to the case management and recording database system.
5. To support the Safeguarding Administrator in vetting Safe Recruitment processes including PVG applications and references for volunteers and to refer any blemished returns or potential concerns to the Safeguarding Advisor for a final decision.
6. To identify and co-ordinate Safeguarding Training in the Archdiocese by working closely with the volunteer Safeguarding Trainers.
7. To deliver Safeguarding Training in the Archdiocese.
8. Development and ongoing management of Trainer Appraisals within the Archdiocese to inform quality assurance amongst trainers.
9. To assist the Safeguarding Adviser in the collation and analysis of annual parish audits/action plans and the completion of the annual Diocesan Safeguarding Audit and action plan
10. To refer all reports of safeguarding concerns to the Safeguarding Adviser
11. To assist the Safeguarding Adviser in the preparation of the Annual Parish Statement and other cross diocese publicity on Safeguarding.
12. To assist the Safeguarding Adviser in managing individual cases according to the Safeguarding Standards (In God’s Image), Safeguarding policies and procedures of the Scottish Catholic Bishops Conference and the Archdiocese of St Andrew’s and Edinburgh.
13. To liaise with external agencies and with parishes, Church bodies and organisations in respect of safeguarding matters including the management of individual cases, working closely with the Safeguarding Adviser.
14. Regular monitoring and review (alongside Parish Safeguarding Clergy and PSC’s) of those parishioners who are subject to contracts including: convicted sex offenders and others who pose a risk, in the church.

15. To ensure that safeguarding information is shared between all agencies involved, working closely with the Safeguarding Adviser. Occasionally this will involve making referrals to Social Work and the Police.
16. To maintain up-to-date case recording of all work with referral cases, working closely with the Safeguarding Adviser.
17. To provide advice and support to parishes in respect of recruitment of volunteers and PVG procedures.
18. To provide management information on a regular basis.
19. To be a member of the risk assessment team (DRAMT) and the advisory group (ASAG) for the Archdiocese
20. To undertake ad hoc duties, consistent with the job role and as delegated by the Safeguarding Adviser.

### **Key Working Relationships**

- Vicar General for Safeguarding and Parish Priests
- Parish Safeguarding Coordinators
- Parish Volunteers
- Volunteer Training Team

### **Administrative Tasks and Responsibilities:**

1. Assist the Diocesan Safeguarding Adviser and the Safeguarding Administrator in relation to the administration protocols associated with Safe Recruitment in parishes across the archdiocese.
2. Take a lead role in co-ordinating and producing the quarterly Safeguarding newsletter
3. Participate in DRAMT and ASAG meetings (support to minute). Inform these groups of any problem applications, disclosure problems and referrals.
4. Respond to safeguarding case enquiries by telephone, email, and letter.
5. Respond to individual enquiries and liaise with Safeguarding Adviser and make referral to the relevant agencies/authorities where necessary.
6. Meet on a regular basis with Safeguarding Adviser.

### **Skills and Experience:**

- A broad knowledge and experience of Safeguarding.
- Appreciation of Safeguarding within a church setting.
- Understanding of the current PVG process
- IT Competent
- Experience of delivering training, both face to face and online.

- Well organised and efficient, ability to keep accurate records.
- Good networking and team building skills.
- Self-motivated and flexible
- Sound ability to work effectively with clergy and volunteers.
- Ability to keep information confidential.