

## Job Description – Safeguarding Officer

<b>Reports To</b>	Safeguarding Co-ordinator
<b>Organisation</b>	Roman Catholic Diocese of Clifton
<b>Date</b>	August 2021

### **Purpose of Job**

The Roman Catholic Diocese of Clifton is committed to safeguarding all who participate in the life of the Church and role of the Safeguarding Officer is to support an effective safeguarding function throughout the Diocese.

Assisting the Safeguarding Co-ordinator in developing preventative practice, handling casework and other safeguarding matters as required in relation to children and vulnerable adults within the context of the Catholic Church.

### **Key functions**

#### **Key responsibilities of the role include:**

- To support the implementation of national training standards in Clifton Diocese for Clergy, Parish Safeguarding Representatives and volunteers.
- To make referrals to the Police and/or Children’s Social Care Services/Adult Care.
- To maintain active links with the Police, Local Safeguarding Boards, MAPPA agencies and other faith organisations.
- To implement national safeguarding policies and procedures.
- Inform, advise and attend Diocesan Safeguarding Commission meetings.
- Assist the Office PA in planning training events.
- Assist in setting up Safeguarding plans and the management of offenders on behalf of the Diocese.
- To keep up to date with safeguarding best practice.
- To attend national safeguarding meetings as required.
- Attend Ecumenical meetings as required by the Safeguarding Co-ordinator.
- To signpost available support services.
- Keep own knowledge up-to-date by attending relevant training events.

### **Knowledge, Skills and Experience**

- At least 3 years safeguarding experience in a multi-agency setting of social working, healthcare, probation or policing.
- Experience of case work and ensuring the voice of the child and vulnerable person is heard.
- Demonstrable experience in dealing with the public and dealing with sensitive and confidential information.
- Intermediate knowledge of IT systems and software programs such as Outlook, Word, Excel, PowerPoint and Access.
- Clear communicator with excellent telephone, writing, data entry and presentation skills.
- Ability to deal with difficult/challenging situations.

**Key contacts****Internal**

- The Bishop of Clifton
- Trustees
- Chief Operating Officer
- Safeguarding Commission Chair
- Clergy
- Parish Safeguarding Reps

**External**

- Religious Orders
- NCSC
- CSAS
- Police
- Social Services
- Probation Services

**Qualifications**

- Educated to degree level in a relevant subject or equivalent level of qualification and significant equivalent previous proven experience- social work, probation or healthcare qualifications considered.