

Personal Specification – Safeguarding Officer

PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

Safeguarding and promoting wellbeing

Have an understanding of:

- The different forms of abuse and neglect and their impact on child development.
- The different forms of abuse and neglect and their impact on vulnerable adults.
- How to respond to victims/survivors of abuse.

Have an understanding of legal and procedural framework including:

- The Children Act 1989 & 2004.
- The Human Rights Act 1998.
- The Mental Capacity Act 2005.
- The Mental Capacity Act 2005 – Code of Practice 2007.
- The Data Protection Act 2018 and the General Data Protection Regulation.
- The Catholic safeguarding structure, policies and procedures.

Effective communication

Have an understanding of:

- Confidentiality and ethics.
- Importance of respect.
- Effective consultation & negotiation.
- The various sources of support available.

Multi-Agency Working

Have an understanding of:

Own role and remit, including limitations.

Procedures and working methods.

The law, local policies and procedures.

Information sharing

Have an understanding of:

- The principles of information sharing.
- The importance of information sharing.

Skills and Attributes

Be able to:

- Consider and take appropriate action.
- Effectively communicate, record and report.
- Identify signs of abuse and neglect: physical, sexual, emotional, financial.
- Work as part of a team.
- Work on own initiative.

Have good:

- IT skills.
- Interpersonal skills.
- Observation and judgement.
- Empathy and understanding.
- Assertiveness skills.