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| **Job Details** | |
| Job Title | Provincial Safeguarding Officer |
| Grade | Grade E – £22,966 (pro rata of FTE £38,004 - £42,998) |
| Location | The role will primarily cover the Llandaff and Monmouth dioceses and is generally home based. Facilities to work will be available at the Provincial Office in Cardiff. The role requires significant travel and own transport is therefore essential. There is an occasional requirement to travel to any part of Wales. |
| Contract Type | Permanent |
| Working Hours | Part time, 21 hours per week (FTE 34.75hrs). The role requires the hours to be worked during office hours, generally over a 3 day period that includes Wednesdays. There is some flexibility in terms of working hours. |

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| **Selection Process** | |
| Closing Date | 08 May 2024 at 10.00 am |
| Interview Date(s) | 16 May 2024 |
| Selection Process | Applicants who are successful at the shortlisting stage will be invited to attend an interview and assessment based on the requirements of the role. This will take place at the Church in Wales offices at Callaghan Square, Cardiff.  The successful applicant will be required to complete a satisfactory enhanced DBS check. |
| Contact Details | HR@cinw.org.uk / 029 2034 8200 |

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| **Job Purpose** |
| The role involves receiving and responding to safeguarding concerns and allegations across the Province of the Church in Wales, consistent with the Church in Wales Safeguarding Policy, associated Procedures and Guidance. The Safeguarding Officer will work closely with colleagues in the Safeguarding team and the wider organisation. The successful candidate will have experience of carrying out safeguarding investigations and managing safeguarding risks. |

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| **Reporting Structure** | |
| Reports to | Safeguarding Manager |
| Responsible for | No direct reports |
| Primary Contacts: | Director of Safeguarding; Safeguarding Manager; Safeguarding Officers; Diocesan Clergy and Laity; External Statutory Safeguarding Organisations. |

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| **Main Duties and Responsibilities** |
| * To undertake case work in relation to safeguarding concerns and allegations across the Province of the Church in Wales, consistent with the Church in Wales Safeguarding Policy, associated Procedures and Guidance. * To liaise with Bishops, Clergy and laity to provide support, advice and information in relation to safeguarding issues. * To receive reports and keep appropriate records of safeguarding concerns/ allegations regarding the abuse of children and adults at risk. * To be able to assess information and determine, in conjunction with the Safeguarding Manager, whether there is a risk to children and adults at risk and what action may be required as a result. * To be responsible in consultation with the Safeguarding Manager for referral to, and liaison with, the appropriate authorities and be able to write and present reports on sensitive case material. * To handle sensitive information in line with the Data Protection Act and GDPR, and exercise good practice principles relating to confidentiality. * To contribute to the communication and implementation of all aspects of the Church in Wales Safeguarding Policy and associated Procedures, Protocols and Guidance across the Province. * To assist in the provision ofappropriate training, support and continuous learning for all involved in safeguarding within the Church in Wales. * To attend all appropriate Provincial meetings and, if required, prepare and present reports. * To represent the Provincial Safeguarding Team at statutory and non-statutory safeguarding case meetings and prepare and present reports as required. * To participate in relevant safeguarding meetings, including team meetings and ecumenical and multi-faith forums. * To assist the Director of Safeguarding in future development of the service. * To keep up to date with current legislation and good practice issues in safeguarding. * Undertake any other duties as required commensurate with the role/grade. |

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| **Knowledge, Skills, Qualifications and Experience** |
| **Essential**:   * Extensive experience of working with children and/or adults at risk in a safeguarding context. * Experience of multi-agency and multi-disciplinary working, including with statutory sector partners. * Experience of carrying out child and adult at risk safeguarding investigations. * Experience of undertaking and reviewing safeguarding risk assessments and developing risk management plans. * A good working knowledge of key legislation and Government guidance including the Wales Safeguarding Procedures. * A comprehensive understanding of the principles of confidentiality, including when it is appropriate to breach confidentiality in specific circumstances. * Knowledge of the risks presented by abusers and understanding of offender behaviour. * Understanding of current good practice in handling allegations made against employees and volunteers who work in positions of trust with children and adults at risk. * An empathy with the mission and ministry of the Church in Wales. |
| **Desirable**:   * Experience of working with survivors of abuse. * Experience of working with offenders. * Experience of working in or with voluntary organisations and/or of working with volunteers. * A relevant qualification e.g. Social Worker registered with Social Care Wales. * Welsh speaker with a high level of fluency in spoken Welsh. |
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