



Diocese of Westminster

Job Profile	Safeguarding Officer
Department / Parish / Agency	Safeguarding
Reporting to	Safeguarding Coordinator
Cost Centre	220
Location / Address	Vaughan House
Management of	n/a
Contract type	Permanent
Hours	35 hours per week/ 5 days (Monday-Friday) 9am-5pm
Salary	£40,000 per annum
Job Reference	342-220

Job Purpose:

The post holder will assist the Safeguarding Co-ordinator with the following:

1. The implementation of the National Safeguarding Policies of the Catholic Church on behalf of the Bishop and Trustees of the Diocese of Westminster.
2. The management of safeguarding complaints and cases to include handling calls from survivors ensuring they are responded to in an appropriate and timely manner.
3. Working collaboratively with and providing support and development to the safeguarding personnel (volunteer, lay and professionals) in the parishes, religious orders and other organisations within the diocese.
4. To deputise for the Safeguarding Co-ordinator in her/his absence.

Principle duties and responsibilities

Operations

The Safeguarding Officer is to work in conjunction with the Safeguarding Co-ordinator in relation to meeting the safeguarding operational needs of the Diocese which includes;

1. To operate and follow the Catholic Churches National Safeguarding Policies, procedures and best practice within the Diocese.
2. To conduct regular reviews of local policy/procedures and implement any necessary actions.

Allegations Management

In all circumstances related to case management, the Safeguarding Officer is to assist and be directed by the Safeguarding Co-ordinator (or the Episcopal Vicar for Safeguarding in his/her absence) which includes;

1. To assess safeguarding concerns/ complaints and manage risk.
2. To speak with survivors and respond to them in an appropriate and sensitive manner.
3. To keep on-going cases under regular review and progress.
4. To maintain accurate and timely written case records as required.
5. To ensure that confidentiality is maintained in line with agreed policies and protocols, with due regard to the principles of Data Protection, encouraging others to do the same.

General

1. To assist the Safeguarding Co-ordinator and the Safeguarding Personnel Support Officer when required regarding safeguarding personal as required and to include recruitment, induction training and national training.
2. To assist in the completion of Audits and Annual Reports.
3. To travel to parishes and other locations as the needs of the post require.
4. To undertake any other duties commensurate with the grade and level of responsibility for this post this may from time to time be required.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to organise own work and prioritise.	E
Excellent written and oral communications.	E
Ability to work under pressure and meet deadlines.	E
Ability to work in a strictly confidential environment and handle sensitive information.	E
Knowledge of legislation affecting safeguarding	E
To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all level.	E
Ensure high standards are maintained, progressed and promoted in all areas of work.	E
To undertake appropriate professional development and positively participate in the appraisal of own performance.	E
Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.	E
Training development and delivery skills.	D
Broad understanding of safeguarding within the Catholic Church.	D
A thorough understanding of the current DBS regime.	D
Good working knowledge and understanding of Microsoft Office software packages (Word, Excel and outlook), databases and IT.	D
Experience	
Substantial relevant experience in a similar role	E
Experience of safeguarding and promoting the welfare of children, young people and vulnerable adults.	E
Experience of dealing sensitively and professionally with vulnerable groups.	E
Experience of office and team working.	E
Awareness of issues affecting survivors/victims of abuse.	D
Experience of supporting a volunteer workforce.	D
Qualifications	
Educated to degree and above	E