



Diocese of Westminster

Job Profile	Parish Support and Outreach Co-ordinator
Department / Parish / Agency	Safeguarding
Reporting to	Parish Support and DBS Manager
Cost Centre	220
Location / Address	Vaughan House
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (Monday-Friday) 9am-5pm (Occasional evening and weekend flexibility required)
Salary	£40,000 per annum
Job Reference	834-220

Job Purpose:

The post holder will assist the Parish Support and Outreach Co-ordinator with the following:

- provide outreach and administrative parish support within the Roman Catholic Diocese of Westminster.
- To promote a welcoming, **safe and inclusive environment within Parishes**.
- To ensure that safeguarding practices are upheld

Principal duties and responsibilities

1. To work closely with the Diocesan Safeguarding Service casework and DBS colleagues and use information acquired from their administrative parish support work to identify emerging safeguarding themes, gaps or trends within a parishes
2. To assimilate, develop and bring this information into their parish outreach work through the provision of guidance, advice and direction to parish priests and their wider safeguarding teams.
3. build positive and collaborative relationships with Parish clergy, Chaplains, Parish Safeguarding Representatives, staff and volunteers
4. Undertake focused outreach work where parishes or chaplaincies need to further develop Diocesan safeguarding requirements providing guidance and advice, utilising your own experience of safeguarding and risk management.
5. To work closely with clergy and Parish Safeguarding Representatives to maintain a safe and welcoming parish environment, particularly for those groups who are vulnerable.
6. To complete regular Parish audits and provide detailed audit reports.
7. To complete and update Parish DBS and training reports, ensuring accuracy of information and clear timelines for further action and compliance.
8. To promote safe recruitment, guidance and support.
9. To ensure that safeguarding policies and procedures are understood and followed.
10. To provide parish safeguarding training as part of your outreach work
11. To assist in the provision of wider safeguarding training provided by the Safeguarding Team.
12. To ensure all safeguarding matters are recorded, reported and referred to the correct internal and external agencies
13. To work closely with the Safeguarding Service casework team raising safeguarding concerns to Safeguarding managers that come to your attention.
14. To answer phone calls and reply to emails, and deal with enquires related to the role as appropriate
15. To perform additional duties as required and assigned by the Line Manager and undertake any other administrative tasks in support of the Safeguarding Service as required or directed
16. To contribute to deliver training sessions and any other events, as required
17. To support with the production of an Annual Report for the Trustees Safeguarding Committee.
18. To develop an understanding of the safe recruitment and DBS processes and procedures operated by the Safeguarding Service and assist when required

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. 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 and Love.

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc. Able to demonstrate assertiveness/gravitas when delivering key messages	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail. Able to make timely, evidence-based decisions and recognise the bigger picture	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary. Collaborative but assertive, able to lead, challenge and advocate for children / adults at risk	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure and able to work alone, using initiative	E
Adaptability and Flexibility- comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Confidentiality- Ability to work in a strictly confidential environment and handle sensitive information.	
Experience	
Experience working in a safeguarding role involving children and / or adults at risk handling complex concerns, triage and referrals and coordinating appropriate responses.	E

Proven experience working with internal teams and external agencies in partnership or as part of multi-agency arrangements.	E
Experience of dealing sensitively and professionally with vulnerable groups including the handling and recording of safeguarding disclosures.	E
Experience with administration office and team working	E
Ability to design and deliver high-quality online and in person safeguarding training for various audiences	E
Knowledge of safeguarding, referral pathways and statutory processes	E
Experience of Parish outreach support, advice, and guidance or equivalent	D
Technical Skills	
Comprehensive, up to date knowledge of child and adult safeguarding frameworks and statutory guidance (e.g., Working Together to Safeguarding children; Care Act, Children Act, Prevent Duty, Equality Act; GDPR / Data Protection	E
Good working knowledge and understanding of Microsoft Office software packages (Word, Excel and outlook), databases and ICT	E
Have an operational understanding of safeguarding policies and data protection regulations and their implementation.	E
A thorough understanding of the current DBS regime	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
High integrity and commitment to Safeguarding	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Broad understanding of safeguarding within the Catholic Church	D
Ensure high standards are maintained, progressed and promoted in all areas of work.	E
Ability to bring external safeguarding experience to help demonstrate risk and risk management	E
Willing to undertake appropriate professional development and positively participate in the appraisal of own performance.	E
Awareness of issues affecting survivors/victims of abuse	E
Knowledge of DBS regulations	E
Enhanced DBS	E
Qualifications	
Minimum: GCSEs or equivalent, particularly in English and Maths	E
Degree- level or relevant professional qualification (e.g. social work, education, health, policing) or equivalent experience	D
Designated Safeguarding Lead / training or evidence of recent CPD in safeguarding (children and adults at risk)	D