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| <b>Job Profile</b>                  | Safeguarding Officer                                                                               |
| <b>Department / Parish / Agency</b> | Safeguarding                                                                                       |
| <b>Reporting to</b>                 | Deputy Head of Safeguarding                                                                        |
| <b>Cost Centre</b>                  | 220                                                                                                |
| <b>Location / Address</b>           | Vaughan House                                                                                      |
| <b>Management of</b>                | n/a                                                                                                |
| <b>Contract type</b>                | Permanent                                                                                          |
| <b>Hours</b>                        | 35 hours per week (Monday-Friday) 9am-5pm<br>(Occasional evening and weekend flexibility required) |
| <b>Salary</b>                       | £43,500 per annum                                                                                  |
| <b>Job Reference</b>                | 836-220                                                                                            |

### **Job Purpose:**

**The post holder will assist the Deputy Head of Safeguarding 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. Review and Management of Diocesan Safeguarding plans as part of a risk management approach.
4. 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.
5. Developing and undertaking in-person safeguarding training for clergy within the Diocese.
6. Contributing to the CSSA audit regime as required.
7. To deputise for the Deputy Head of Safeguarding in their absence

### **Principal duties and responsibilities**

#### **Operations**

The Safeguarding Officer is to work in conjunction with both the Deputy and Head of Safeguarding 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 Deputy / Head of Safeguarding 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 present casework to strategic oversight committees
6. 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 Deputy / Head of Safeguarding and the Safeguarding Personnel Support Officer when required regarding safeguarding personnel 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 aid in the production and delivery of Safeguarding training across the Diocese
5. 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 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.

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## **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/<br>Desirable |
|--------------|-------------------------|
|--------------|-------------------------|

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Excellent Communication Skills:</b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.                                                                                                                                              | E |
| <b>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail                                                                                                                                                                                                                                        | E |
| <b>Collaborative Teamwork:</b> 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 |
| <b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure                                                                                                                                                                                                                                         | E |
| <b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.                                                                                                                                                              | E |
| <b>Confidentiality</b> - Ability to work in a strictly confidential environment and handle sensitive information.                                                                                                                                                                                                                                 |   |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                 |   |
| 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 safeguarding training for various audiences                                                                                                                                                                                                                                                            | E |
| Experience of supporting a volunteer workforce                                                                                                                                                                                                                                                                                                    | D |
| <b>Technical Skills</b>                                                                                                                                                                                                                                                                                                                           |   |
| 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 |
| A thorough understanding of the current DBS regime                                                                                                                                                                                                                                                                                                | D |
| Training development and delivery skills                                                                                                                                                                                                                                                                                                          | D |
| <b>Other Requirements</b>                                                                                                                                                                                                                                                                                                                         |   |
| Commitment to the mission and values of the Diocese of Westminster                                                                                                                                                                                                                                                                                | 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 |
| Enhanced DBS                                                                                                                                                                                                                                                                                                                                      | E |
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                             |   |
| 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 |