



Parish Safeguarding Officer

Job Description & Application Pack

ALL SOULS



Job Overview

We are looking for a Parish Safeguarding Officer to work under the Head of People & Culture to ensure that, as a church, we fulfil our commitment to safeguard and promote the welfare of children and adults at risk in accordance with Church of England and Diocese of London safeguarding policies and guidance, and in accordance with all legal requirements.

Job Title: Parish Safeguarding Officer

Salary: £40,394-£45,546 (inclusive of £5,735 LLA; depending on experience)

Location: In and around the parish of All Souls Church

Hours: 35 hours per week; the hours will be flexible including some evenings and weekends

Annual Leave: 25 days per year

Spiritual Refreshment Days: You will be required to take 3 days per year for spiritual refreshment

Job Purpose

All Souls Church is a conservative Anglican evangelical church with a large and diverse church family and wide-ranging ministries, including with children, those experiencing homelessness, women in the sex industry, and the elderly. Our ministries are focused on London and reach across the world, including through our mission partners. We long to live for Jesus, as thankful people in a constantly changing city.

In the past this was a volunteer role with notable paid staff support. Two years ago a full-time Safeguarding Officer was appointed for the first time. Significant work has been undertaken to ensure that the church family is well-informed about safeguarding procedures and to maintain an emphasis on safeguarding as a top priority. All Souls has made improvements to safeguarding auditing initiated by the launch of the Diocesan Safeguarding Dashboard in March of 2022. A culture of safeguarding reporting continues, with regular feedback currently being reported to the Safeguarding Governance Committee, the PCC and the All Souls Serve the City Board of Trustees. Proactive measures have also been at the fore during 2023 with the creation of various policies structured to promote better working practices and to ensure cohesion to safeguarding policy principles. Current projects include the implementation of a planned and systematic auditing process whereby all ministries within All Souls will be subject to a safeguarding audit 'health check' on a rolling basis.

Key Responsibilities

This role comprises the following main areas of responsibility:

- Overseeing the implementation of, and compliance with, the Diocesan Safeguarding policy and all other legal requirements, along with its associated policies, procedures and guidelines.
- Ensuring that all disclosures, allegations or suspicions of abuse, current or historic, are taken seriously and responded to in a timely manner.
- Overseeing safeguarding training for the Church family and members of staff. Ensuring all staff and serving partners (volunteers) are safely recruited.
- Advising on healthy culture with regards to safeguarding within All Souls Church.
- Line Managing the Parish Safeguarding Administrator.

This role does not include pastoral care which is carried out by members of the church family, and especially by Life Group leaders and ministry team. The role of the Safeguarding Officer is to liaise with others so that all relevant safeguarding policy and guidance is implemented, ensuring that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner. The role holder should be able to draw boundaries in recognising what lies within their area of responsibility and what will be followed up by other members of the wider church team.

Your own Christian faith means you will lead by example, in corporate and personal prayer, in your relational approach, and through your commitment to safeguarding.



Key Relationships

- You will be a member of the Support team and line managed by the Head of People and Culture.
- You will work closely with the Ministry Team Safeguarding Lead (currently the Rector) and will prepare regular reports to the Rector.
- You will work closely with the Diocesan Safeguarding Adviser. The Diocesan Safeguarding Adviser (DSA) is a member of the Diocesan Safeguarding Team (DST) and they manage and coordinate the day to day operational mechanisms for safeguarding practice across the Diocese. This is achieved by the provision of advice on safeguarding concerns, support for parishes in managing concerns, overseeing safeguarding training and monitoring safeguarding issues in parishes. The role of the Parish Safeguarding Officer is to ensure that any concerns about a child, young person or vulnerable adult, or the behaviour of an adult working with vulnerable groups are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team.
- You will work alongside All Souls ministers and the directors and managers of Serve the City and Langham Arts (All Souls Music) enabling them in the aspects of their roles pertaining to safeguarding.
- You will be the line manager of the Parish Safeguarding Administrator.
- You will have regular clinical supervision.
- You will have accountability to the PCC, specifically the Safeguarding Governance Committee, a sub-committee of the PCC.
- During your holidays the Diocesan Team will pick up all new cases together with the Ministry Team Safeguarding Lead, but there is a team of two or three volunteers who are available to progress 'open' cases during your holidays.



Job Description

1. Safeguarding overview

Working closely with the Rector who is the Parish Safeguarding Lead, you will serve as the key link between the diocese and the parish concerning safeguarding matters, with an overview of all church activities involving children, young people and adults at risk and will seek to ensure the implementation of safeguarding policy. As such you will:

- Work closely with the Rector and/or the Directors of Serve the City and Langham Arts Trust (as appropriate) in respect of concerns, responses and activities relating to safeguarding children and adults at risk.
- Work in a coordinated and supported manner with the Diocesan Safeguarding Team (DST), local authorities, the police and other relevant agencies when necessary.
- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in All Souls Church.
- Work with the Ministry Leads, Directors and managers as the first point of contact regarding disclosures, allegations or suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the professional agencies and the Local Authority as needed.
- Check regularly that safeguarding policies and procedures are being followed and arrange timely reviews of safeguarding at All Souls to ensure we are meeting best practice requirements.
- Report regularly to the Safeguarding Governance Committee, a sub-committee of the PCC (our governing body) to ensure appropriate accountability and scrutiny of the function.

2. Safeguarding training

As Safeguarding Officer, you will be responsible for ensuring that All Souls Church is actively developing skills and expertise in safeguarding, including providing or coordinating appropriate training so that we fulfil our safeguarding responsibilities, namely:

- Work alongside ministers, directors and managers in such a way as develops their skills in safeguarding.
- Alongside the Parish Safeguarding Administrator and Serving Coordinator, to develop and oversee appropriate levels of safeguarding training for All Souls Church ministers, directors, managers, staff and serving partners (volunteers).
- Deliver safeguarding training, where appropriate, or source external providers.
- Upon appointment, undertake diocesan training in safeguarding Leadership within 3 months of being appointed. This training will be updated at least every three years.
- Able to provide Biblical training to allow ministers, directors, managers, staff and serving partners to connect theological principles to safeguarding.

Job Description

3. Safer recruitment

The role includes serving as advisor to All Souls Church so that we fulfil our obligations on safer recruitment. As such, you will:

- Line manage the Parish Safeguarding Administrator & Serving Coordinator who is responsible for administering the safer recruitment of church family members into Serving Partner (volunteering) roles and DBS checking.

4. Safer culture

As safeguarding policies and procedures rely on a safer culture, you will work with the Rector, ministers, Directors and managers to help All Souls Church create a safer culture, including:

- With the ministers, Directors and managers, raise the profile of safeguarding in All Souls Church, ensuring that it remains a high priority;
- Contribute to ongoing discussions about how to develop and maintain a safe and healthy culture at All Souls Church.
- It will be necessary to set boundaries and educate on what constitutes a safeguarding concern. This will include managing expectations and liaising so that pastoral care needs are passed on appropriately to be followed up by others.

5. Record keeping and data analysis

The Parish Safeguarding Officer will be responsible for maintaining appropriate records and be able to analyse data to compile regular safeguarding reports, detailing the number and seriousness of incidents from each of the ministries.

6. Personal well being

The role may expose you to emotional strain and secondary trauma.



Person Specification

Qualifications & Experience

	Essential	Desirable
A degree		✓
Proven track record in safeguarding children and adults at risk	✓	
Proven track record in pastoral care		✓
Proven track-record of reviewing and implementing safeguarding policies and procedures	✓	
Experienced in safeguarding in multiple settings (eg childcare, mental health, sex workers)		✓
Appointment is subject to a Disclosure and Barring Service (DBS) check at the enhanced level	✓	



Person Specification

Skills

	Essential	Desirable
Excellent communication skills	✓	
Ability to maintain good relationships with external stakeholders eg the London Diocesan safeguarding team, Thirtyone:eight, etc	✓	
Excellent reporting and record keeping and broader administrative competence	✓	
Personable and able to work well with colleagues, serving partners and other stakeholders	✓	
Clear thinking and able consistently to apply principles and policies in difficult pastoral situations	✓	
Ability to make effective decisions and challenge others to do the same	✓	
Ability to work in a team/alongside others while demonstrating Christian principles and behaviours	✓	
Able to deal with high levels of sensitive and confidential information	✓	
Good planning and organisational skills, including the ability to prioritise, give clear instructions to others and understand own limitations/personal boundaries	✓	
Able to safeguard children and adults at risk from different cultural backgrounds and abilities to your own	✓	
Able to set boundaries and to manage the expectations of others when issues are raised that do not constitute a safeguarding concern	✓	
Able to employ strategies for self care and be resilient	✓	

Person Specification

Christian Commitment

	Essential	Desirable
Mature Christian faith with demonstrable integrity and a willingness to serve	✓	
Acceptance of the basis of faith	✓	
Totally committed to the evangelical Christian stance and mission of All Souls Church	✓	
All Souls Church member (or willing to join the church)		✓
Personal commitment to corporate and personal prayer, evangelism and the discipleship of others	✓	

Knowledge

	Essential	Desirable
Sound awareness of Diocesan policies and procedures, statutory legislation and guidance	✓	
Knows when to ask for support	✓	
Working knowledge of Google Workspace (Google docs, Google mail etc)		✓
Use of ChurchInsight™ database		✓

Applications

Applicants should enclose a completed Candidate Bio Details Form (attached to the advert) alongside an up-to-date CV.

Applications should be forwarded to: **applications@christianjobs.co.uk**

All applicants will receive a response within 2 working days.

Closing date for applications is **5th April 2024**.

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Please note that we can only consider applications from candidates who have the legal right to work in the UK.



ALL SOULS



Christian Jobs
Connecting Work With Worship