**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**Safeguarding Learning and Development Officer**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Safeguarding Learning and Development Officer |
| **GRADE:** | 5.1 £23,576 per annum based on a 28 hour week |
| **ACCOUNTABLE TO:** | Diocesan Safeguarding Adviser |
| **REPONSIBLE FOR:** | N/A |
| **RELEVANT TO THIS JOB:** | This job role is subject to a basic DBS check. |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY |
| **KEY RELATIONSHIPS:** | Diocesan Safeguarding Advisor (DSA)  Parish Safeguarding Officers (PSOs)  Parish Clergy and Churchwardens  Safeguarding Trainers  Safeguarding Lead  Diocesan Secretary  Archdeacons  Other diocesan staff  National Safeguarding Team (NST) |
| **BACKGROUND:** | The Church of England is continually looking to improve its policies and practices in safeguarding children and vulnerable adults. The diocese supports its clergy and church officers by providing mandatory safeguarding training in accordance with the requirements of House of Bishop’s Safeguarding guidance. |
| **JOB SUMMARY:** | Ensure the Diocese maintains the highest standards of safeguarding training delivery by working closely with the DSA in the development, design and delivery of the diocesan safeguarding learning and development framework. This will be in line with the Church of England policy, procedures and standards. To ensure that any disclosures or concerns raised during the training process are appropriately progressed. |

**KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

1. To deliver the relevant Church of England Learning Pathways for all licensed, authorised and other identified accountable roles within the Diocese in line with. This will include the delivery of sessions via Zoom or other media as well as face to face.
2. To co-ordinate the Diocesan Training Team, this includes the recruitment, induction, supervision and training observation for quality control purposes of all safeguarding trainers.
3. To manage all administration in relation to training events such as invitations, registers and follow up. Identifying IT options to assist in these processes that are or can be linked to existing diocesan systems.
4. To develop a Safeguarding Learning and Development Needs Analysis and Learning and Development Plan for the Diocese.
5. To attend and contribute to the Diocesan Safeguarding Advisory Panel meetings and Safeguarding Management Group meetings as required, providing feedback and compliance reporting to the group.
6. To lead on the delivery of safeguarding learning and development training, particularly to clergy and lay people in licensed and authorised ministries, commissioning training to wider groups where required.
7. To ensure that basic and foundation safeguarding training is accessible to all. Work with parish safeguarding officers to encourage the use of the on-line training facility and provide support in making online training accessible for as many people as possible.
8. To provide and update safeguarding learning and development materials for use by the parishes based on the material produced by the National Training Team. Where volunteer trainers or personnel within parishes are providing basic and foundations safeguarding training to those in the parish, provide ‘Train the Trainer’ sessions. To also quality assure the training and advising where appropriate.
9. In conjunction with the DSA, to undertake continual evaluation, review and monitoring of the learning and development programme.
10. Attend national and regional briefings and trainings provided through the Church of England, where appropriate, to assist with the development and improvement of safeguarding practice for the Diocese.

*The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**Safeguarding Learning and Development Officer**

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

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| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
|  | Training qualification, i.e. Cert Ed, etc. | Desirable | I |
|  | **EXPERIENCE** |  |  |
| 1. | Sound knowledge of current legislation, policy and best practice relating to safeguarding. | Essential | A & I |
| 2. | Experience of effective developing and delivering training. | Essential | A & I |
| 3. | Experience of using IT to deliver training. | Essential | A & I |
|  | Experience of working in a statutory environment (health, social care or police). | Desirable | I |
|  | Experience of working in the church context, particularly the Church of England. | Desirable | I |
|  | **KNOWLEDGE** |  |  |
| 4. | Knowledge of legal frameworks relating to safeguarding. | Essential | A & I |
|  | **SKILLS & APTITUDES** |  |  |
| 5. | Excellent written and oral communication skills including competence in public speaking. with the ability to adapt style to a range of audiences. | Essential | A & I |
| 6. | Ability to plan and prioritise work and work independently. | Essential | A & I |
| 7. | Strong organisation skills with the ability to adapt to a challenging workload. | Essential | A & I |
|  | Ability to establish and maintain appropriate boundaries, including appropriate confidentiality. | Essential | I |
|  | Ability to challenge stereotyping, prejudice, discrimination and bias | Essential | I |
|  | Ability to build good working relationships at all levels. | Essential | I |
|  | Ability to work sensitively with survivors who may disclose concerns during the training process | Desirable | I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
|  | Able to work flexible day, weekend and evening hours. | Essential | I |
|  | Able to access all parts of the diocese, sometimes at weekends or evenings | Essential | I |