# **Job Description – District Safeguarding Officer**

**Summary**

The District Safeguarding Officer will work closely with the District Chair and Lead District Safeguarding Officer in providing leadership in safeguarding matters in the churches and circuits of the District. This is achieved through compliance with safeguarding policy, procedures and practices of the Methodist Church; adhering to legal requirements on safeguarding matters; undertaking safeguarding case work and risk assessments; delivery of safeguarding training in conjunction with regional staff of the Methodist Learning Network; developing good safeguarding practice; providing safeguarding advice and guidance to circuits and churches.

You can find out more about the safeguarding policy and procedures of the Methodist Church by following this link: <http://www.methodist.org.uk/ministers-and-office-holders/safeguarding>

**Job Title:** District Safeguarding Officer

**Employer:** The Bedfordshire, Essex and Hertfordshire District of the Methodist Church in Britain

**Location:** Home based

**Purpose & Objectives:** Working in conjunction with the District Chair, Chair of the District Safeguarding Oversight Group and the Lead District Safeguarding Officer as a team, to share in taking a lead role for all safeguarding matters in the Bedfordshire, Essex and Hertfordshire District of the Methodist Church in Britain

**Responsible to:** Lead Safeguarding Officer

The Safeguarding Officer will meet regularly with the District Chair, the Chair of the District Safeguarding Oversight Group, and the Lead District Safeguarding Officer

Professional case work supervision will be provided by the Connexional safeguarding team of the Methodist Church

**Responsible for:** No line management responsibility

**Key Relationships:** District Chair

Lead District Safeguarding Officer

Chair and Members of the District Safeguarding Oversight Group

Connexional Safeguarding team of the Methodist Church

Regional staff of the Methodist Learning Network

District Officers and Staff

Superintendent Ministers in the District

Warden of the Methodist Diaconal Order

Circuit and local church Safeguarding Officers

Other Regional and Ecumenical Safeguarding colleagues

Statutory agencies, especially relevant adult and children’s services, police, probation service

**Main Responsibilities:**

1. Comply with the Methodist Church’s safeguarding policies, procedures and practices
2. Undertake safeguarding case work in the District as directed
3. Provide timely and effective advice and guidance to circuits and local churches in relation to safeguarding matters
4. Implement and monitor safeguarding contracts as directed
5. Assist as required regional staff of the Methodist Learning Network in the planning and delivery of safeguarding training in the District
6. Maintain safeguarding records to the standard required by the Methodist Church
7. Attend meetings of the District safeguarding oversight group and other internal meetings as required
8. Represent the District in meetings with external bodies in relation to safeguarding cases as required
9. Keep up-to-date with relevant national and Methodist Church legislation
10. Undertake safeguarding risk assessments in the District as required
11. Participate in continuing professional development, training, casework supervision and appraisal
12. Any other reasonable duties required by the line manager

# **Terms and Conditions**

**Terms of appointment**: Permanent (subject to satisfactory completion of a three-month probationary period)

**Salary:** Between £16.00 and £20.00 per hour depending on qualifications and experience (between £31,200 and £39,000 FTE for 35 hour week)

**Hours of Work:** Normal working pattern is 17.5 hours per week worked flexibly, including evenings and occasional weekends (annualised). Some weeks may require more hours, others less

**Learning:** Employees are encouraged to take offered opportunities for study and learning

**Expenses:** Authorised expenses will be reimbursed. Car mileage will be paid at HMRC recognised rates

**Pension:** There is a contributory pension scheme to which eligible employees will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions

**Annual Leave:** In addition to statutory bank holidays:

20 days (presently under review)

 These arrangements are pro-rata for a part-time worker

**DBS Disclosure:** The Methodist Church has identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children and vulnerable adults. It will also give you access to sensitive material or information

**References:** The appointment is subject to satisfactory references

**Probationary Period:** The appointment is subject to the satisfactory completion of a three-month probationary period

**Health and Safety:** The post holder will be subject to the Methodist Church’s Health and Safety policy

**Equal Opportunities:** The district is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services

**Physical Conditions:** Home based. The post holder must be willing and able to attend meetings in the district office (located at Stansted Airport) and locations throughout the District

**Work Permit:** The appointment is subject to documentary evidence of the right to live and work in the UK

**Equipment:** A laptop and mobile phone can be provided to be used for this work