

JOB DESCRIPTION

- Job Title:** District Safeguarding Officer
- Lay Employee in:** The Southampton District and The Channel Islands District
- Location:** Home-based with use of a car for essential travel.
In this employment your duties may require you to work in various locations including the Channel Islands.
- Responsible to:** The Lay Employee will be employed by The Southampton District of the Methodist Church on behalf of both The Southampton District and The Channel Islands District
- Responsible for:** There are no supervisory roles attached to this post
- Purpose and Objectives:** To take a lead for the Methodist Church in The Southampton and The Channel Islands Districts on issues relating to the safeguarding and protection of children and young people and of vulnerable adults. Working with the District Safeguarding Groups, the District Safeguarding Officer should:
- Have oversight of church, circuit and district compliance with the Safeguarding Handbook
 - Provide policy advice and other guidance to churches and Circuits
 - Take the lead on training for Circuits and churches
 - Take a lead on working with individual cases in the Districts including representing the Church in meetings with external organisations
 - Ensure that both his/her own work, and other safeguarding work in the Districts, is supported through full case recording
 - Promote good communication and effective information sharing
 - Undertake safeguarding risk assessments for the Connexional Safeguarding Advisory Panel
 - Be committed to personal continuing professional development and to the provision of opportunities for safeguarding learning within the Districts.
 - Attend, where necessary, Connexional safeguarding consultations.

Relationships:

- the circuit safeguarding representatives, ensuring that they in turn cascade communication to churches as necessary
- the superintendent ministers about matters which arise within their circuit.
- the local complaints officer in a matter which relates to safeguarding – this is often but not always the superintendent.
- the employing / managing body for an employee or volunteer within the church, where this person is not the minister.
- the District Chairs
- the Warden of the Methodist Diaconal Order where safeguarding concerns relate to a deacon.
- coordinating the sharing of information between circuits or districts, when individuals move on – this is particularly important with the itinerant ministry.
- District and regional colleagues, especially the Safeguarding Groups and training officers.
- the Connexional safeguarding team.
- ecumenical safeguarding colleagues and colleagues from other Methodist districts.
- statutory agencies especially adult and children's services, CAMHS (child & adolescent mental health services), police, probation, MAPP (multi-agency public protection arrangements) and MARAC (multi-agency risk assessment conferences) staff (usually through individual casework)

These relationships will be across a number of different authorities and jurisdictions.

Terms and conditions

- Terms of appointment: Permanent
- The salary will be £22,346
- Normal working pattern: 27 hours per week
- A 'normal' pattern of work will include some evenings and weekends and flexibility is required to deal with urgent requirements and concerns. You will be entitled to take time off in lieu of any hours over and above your paid hours by agreement with your Line Manager

- A requirement of the post is a willingness to visit the Channel Islands as and when required; this may require overnight stays in the Islands.
- Opportunities for study and for training.
- All agreed reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the lay employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the lay employee.