



Safeguarding Co-ordinator
(maternity cover)

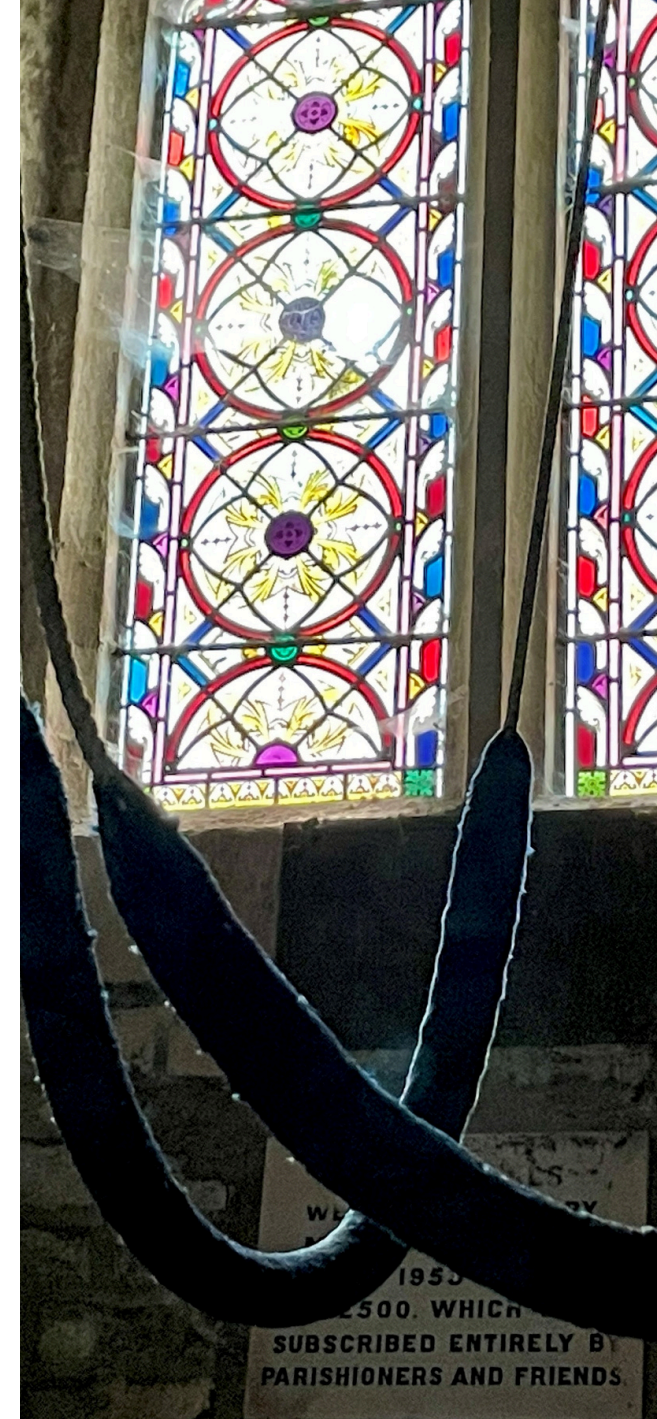


DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

Contents

- 03 Dear applicant
- 04 Application details
- 05 The Diocese of Bath and Wells
- 07 About the role
- 08 Job description
- 09 Main responsibilities
- 11 Person specification
- 13 Terms and conditions
- 14 How to apply





Dear applicant

Thank you for your interest in the post of Safeguarding Co-ordinator. The role is an important one ensuring our processes and records are efficiently administered, and our safeguarding team is well supported.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact Ben Goodhind, Safeguarding Manager via ben.goodhind@bathwells.anglican.org

The key dates for the appointment process are on the following page. Should you decide to apply for the post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Recruitment details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will take place at Flourish House in Wells on Wednesday 3 July 2024.

Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.



**JOIN
OUR
TEAM**



The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently seconded as acting Bishop of Coventry).

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





About the role

The Safeguarding Team in Bath and Wells is a small but highly skilled group of staff whose role is to manage all aspects of Safeguarding for the Diocese including Wells Cathedral. This involves ensuring there is safe recruitment, effective safeguarding training and timely advice to all staff, clergy and volunteers. The team also manage and implement safeguarding agreements for those whose behaviour may pose a risk to others within the Diocese and support survivors of abuse. The Safeguarding Team are based at The Diocesan Office at Flourish House in Wells. This is a modern and spacious building in the heart of Wells with ample parking. There is also the opportunity for hybrid working. Within your role you will also work with Wells Cathedral and the Bishops Palace. Two historic and prestigious locations.

Everyone involved in church life should know what to do in situations where a child, young person or vulnerable adult may have been harmed or be at risk of coming to harm. Each parish or benefice should have in place a safeguarding officer who knows how to respond and where to seek further help and advice. The diocesan safeguarding team provide professional advice and training to parishes to ensure they can meet that responsibility, as well as support to those who may have suffered abuse or exploitation in a church setting.

The Safeguarding Co-ordinator is a key role in managing the administrative function of the team. Often the first point of contact for queries the co-ordinator will manage the diaries of the Safeguarding Manager and Caseworker and ensure queries are triaged and passed on to key staff. The Co-ordinator is also the point of contact for queries about the safer recruitment process in the Diocese as well as training including that of clergy, readers, staff and volunteers. Being able to maintain professional relationships with key partners such as 31:8 our DBS contract provider is crucial in the effective running of the team as is providing speedy advice to those reliant on our services. The Safeguarding Co-Ordinator also plays a key role in ensuring key meetings have clear and accurate minutes and that electronic filing is organised and effective.

2024/2025 is a crucial year for the safeguarding team with a safeguarding audit due to take place. Our Safeguarding Team has invested heavily in being a positive, effective and dynamic team and is keen to make this a successful process. The Co-ordinator will play a crucial role in both supporting the Safeguarding Manager in gathering the evidence needed and ensuring the audit visit runs smoothly.



Job description

Our vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

This is a fixed term maternity cover providing support to the Diocesan Safeguarding team and coordinating key tasks and projects including the 2025 Safeguarding Audit.

The role is based on the Diocesan Office in Wells but also may involve occasional travel around the diocese.

Key relationships:

Safeguarding Manager

Safeguarding Team; Safeguarding Caseworker, Safeguarding Trainers

Diocesan Secretary

The Bishop of Bath and Wells

INEQE Safeguarding Group

Safeguarding Caseworker and Trainers

Other departments within the Diocesan Office

Cathedral team

Parish clergy and safeguarding officers

DBS service provider

Diocesan Safeguarding Advisory Panel (DSAP) Members

Cathedral Safeguarding Advisory Panel (CSAP) Members

National Safeguarding Team (NST)

Statutory and voluntary organisations in relation to safeguarding.

Main responsibilities

The Safeguarding Co-ordinator is often the first point of contact for incoming queries and plays a crucial role in ensuring that a small but busy and complex team is well organised. 2025 is a crucial year for the team as it approaches an external audit of their work the success of which will play a crucial part in increasing public confidence in the Diocese's ability to protect children and vulnerable adults.

Administration

- Oversee and triage queries from various mailboxes and telephone calls.
- Support the Safeguarding Caseworker and Safeguarding Manager with managing their diaries and checking their mailboxes when absent.
- Ensure that Safeguarding information on the website is up to date and current.
- Provide administration support and minute taking at meetings.
- Support with general filing including confidential and sensitive information.
- General administrative duties as required and office management.

Diocesan and Cathedral Safeguarding Audit Project

- Be a key point of contact for Diocesan Safeguarding Audit Project work. (Including Wells Cathedral)
- Support the Safeguarding Manager in identifying and collating data as requested by auditors.
- Develop and maintain an audit action plan to support preparation for the audit.
- Distribute surveys to identified target groups and collate responses.
- Arrange and provide hospitality for auditors including room bookings and arranging interviews.
- Support the Safeguarding Manager in developing a post audit action plan.

Supporting Safeguarding Trainers when required

- Assist with room set up / catering for training events.
- Preparing resources required for training events.
- Take bookings and respond to training queries.

Support Parish Safeguarding Officers (PSO)

- Maintain regular communication with parishes to identify who the Parish Safeguarding Officer is to ensure this list is kept up to date.
- Actively identify parishes without a PSO and liaise with relevant Clergy.
- Send out welcome information to new PSO's and support them in accessing relevant sites and information.
- Contribute to monthly Safeguarding Newsletter, and send to PSOs and Clergy
- Oversee the ongoing Parish Dashboard Project identifying parishes not yet using dashboards and supporting them to overcome barriers to dashboard usage.
- Respond to queries from PSOs

Disclosure and Barring Service Check (DBS) Coordination (For the Diocese and Cathedral)

- Oversee the DBS checks process for the diocese including sending DBS reminders to all Clergy, Readers and PTO. Monitor returns and chase as necessary.
- Request invoicing for DBS checks where required and liaise with the Accounts team to ensure payment is received.
- Provide advice and guidance to parishes in administering DBS checks and ensuring staff and volunteers are safely recruited and checked to the appropriate level.
- Support DBS Administrators in accessing relevant training and guidance.

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- Support DBS Administrators in accessing relevant training and guidance.

Other Responsibilities

- Attend quarterly DSAP and CSAP, provide up to date training and DBS figures for inclusion in agenda items, take minutes and liaise with the Independent ChairS as needed.
- Attend Core Groups and produce minutes.
- When requested, attend meetings and networking events alongside the Safeguarding Manager.
- Provide information and guidance on Safer Recruitment, answer queries around process and encourage best practice



Person specification

Qualifications, Knowledge and Experience

Essential

- Experience in using the range of Office IT packages including Word, Excel, PowerPoint Publisher and Access

Desirable

- Experience of updating websites
- Experience of processing DBS checks
- An understanding of the Church of England

Skills and abilities

Essential:

- Able to communicate clearly by phone, email and in person
- Able to take minutes at meetings
- Able to manage a range of priorities and ensure that tasks with deadlines are completed on time.
- Ability to use own initiative and work collaboratively as part of a team
- Good accuracy and attention to detail
- Excellent proof reading and editing skills
- Ability to analyse simple data

Desirable:

- Experience of project management.
- Experience of audit or inspections.

Work related personal qualities

Essential

- Professional and friendly in approach
- Ability to uphold confidentiality.
- Confident in having difficult and sensitive conversations.
- Able to build good working relationships with colleagues and those we serve in the diocese
- The ability to work flexibly within a small team including.





Terms and conditions

Hours of work

Full-time, 36 hours per week (some flexibility maybe considered)

Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate.

Salary

£25,121 - £26,151, per annum (pro-rata if part-time)

Term

Fixed term for up to one year to provide maternity cover

Pension

Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per calendar year plus bank holidays pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

Expenses

All reasonable working expenses will be met at the agreed Diocesan rates.

Probation

This post will be subject to a probationary period.

How to apply

Please apply for this post using the application form and equal opportunities monitoring form, both of which can be downloaded from <https://www.bathandwells.org.uk/-vacancies/diocesan-staff/> and send this by post or email, to:

Human Resources
The Diocese of Bath and Wells
Flourish House
Cathedral Park
Wells BA5 1FD
Email: recruitment@bathwells.anglican.org | Tel: 01749 685113

The closing date for applications is 9.00am, Monday 24 June 2024

Interviews will take place on Wednesday 3 July in Wells.

This appointment is subject to a clear enhanced DBS disclosure and full compliance with current Church of England safeguarding training requirements. This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





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