

Job Description

Job Title:	Safeguarding Training and Volunteer Co-ordinator
Reports to:	Diocesan Safeguarding Adviser (DSA)
Salary Range:	£25,034 - £27,122 pro rata dependent upon qualifications and experience The actual salary for working 20 hours will be £14,305 - £15,498
Hours of work:	Part time 20 hours, including evenings and weekends. This position is for an initial period of 12 months, but may be extended to two years.
Normal place of work:	Church House, Daresbury

Overall Purpose of the Post

To support the delivery of safeguarding training across the Diocese of Chester.

Main Duties:

1. Deliver training to ordained and lay members of churches, chaplaincies and affiliated organisations in venues across the diocese.
2. Co-ordinate the training programme, as directed by the Diocesan Safeguarding Adviser (DSA).
3. Ensure that the diocese is compliant with House of Bishops Safeguarding Training and Development Practice Guidance. This will include assistance with:
 - Development of induction documentation and guidance
 - Contributing to an annual training needs analysis to inform service delivery
 - Developing training plans demonstrating role specific safeguarding training

- Working with parishes to promote an understanding of the training framework and ensuring everyone is trained to the correct level.
4. Liaise with and support clergy and church officers with regards to their safeguarding training needs.
 5. Recruit, train, mentor and support the network of volunteer trainers, in conjunction with the DSA/Asst DSA.
 6. Match, in consultation with the DSA/Assistant DSA, volunteer trainers with requests for the delivery of various elements of the training programme.
 7. Provide Quality Assurance, including amending and updating materials in conjunction with the national safeguarding team, and observation, evaluation, and feedback.
 8. Coordinate and support the delivery of partnership events and one-off learning opportunities as directed by the DSA.
 9. Provide guidance for those with queries arising from the training programme.
 10. Develop knowledge and skills in safeguarding through ongoing networking and training.
 11. Prepare progress reports for the DSA/ Diocesan Safeguarding Advisory Panel with regards to the progress and effectiveness of the programme.
 12. Play an important role in being a first point of contact for anyone with safeguarding training issues, and demonstrate the ability to relate to people across the whole social spectrum, putting people at their ease and demonstrating the ability to show pastoral sensitivity and tact where appropriate.
 13. Maintain complete confidentiality and integrity at all times.
 14. Contribute to the wider work of the Diocese, attending relevant meetings and contributing to other initiatives.
 15. Participate in the annual review process and appropriate continuing professional development, including developing knowledge and skills in safeguarding, and participating in professional networks.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post- holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Date: January 2022

This post will be subject to an Enhanced DBS Disclosure.

Note – this job description does not form part of your Contract of Employment.