

## Job Description: Safeguarding Trainer

<b>Salary</b>	£33,210 - £36,080 (depending on experience)
<b>Grade</b>	5 – Technical / Coordinator
<b>Team</b>	Safeguarding
<b>Line Manager</b>	Head of Safeguarding
<b>Matrix Manager</b>	NA
<b>Line Reports</b>	NA
<b>Contract Duration</b>	Permanent
<b>Contract Type</b>	Part-time (0.6FTE)
<b>DBS Check Requirement</b>	NA

### Background

The safeguarding team is responsible for supporting the Diocese of Guildford in developing a culture and environment where children, young people, and vulnerable adults can be safe in church and related activities. This is achieved through providing training to clergy, and parish and diocesan staff and volunteers. The safeguarding team is also responsible for ensuring parish staff and volunteers are DBS checked. The team responds to safeguarding cases and advising senior clergy on how to respond.

The Diocesan Safeguarding Advisory Panel (DSAP) provides oversight of safeguarding arrangements across the diocese, including independent advice, scrutiny challenge and expertise on case management safeguarding policies, procedures, and practices.

### Job Purpose

The role is responsible for coordinating and facilitating a programme of core and specialist Safeguarding Training aligned with the House of Bishops policy and Practice Guidance, working with a pool of sessional trainers.

### Relationships:

#### Internal

- Diocesan Safeguarding team
- Safeguarding Sessional Trainers
- Diocesan Director of Ordinands
- Other diocesan teams: Local Ministry Programme Team, Education Team, Bishop’s Office, Mission Enabler Team, and Communications Team

#### External

- National Safeguarding Team (NST)
- Wide range of stakeholders across the Diocese, including but not limited to those in licensed and authorised ministry, PCCs, parish safeguarding officers.
- Cathedral safeguarding team.
- Local Safeguarding Board training advisers and other key professionals as appropriate
- Regional and National church trainer peers and advisers

## Responsibilities

### Training

- Under the direction of the Head of Safeguarding scope, facilitate a safeguarding learning and development programme for the diocese aligned with the national church Learning and Development Framework 2021 Church Safeguarding Standards, reflecting the specific safeguarding responsibilities of those in role.
- Identify, train, support and administer a pool of sessional safeguarding training for the co-delivery of training events.
- Coordinate and co-deliver along with a sessional trainer each of the safeguarding training events at parish level.
- Support the Head of Safeguarding with quality assurance of the training using the Kirkpatrick evaluation tool to analyse and make recommendations on developing effectiveness to ensure that high training standards are maintained, and issues or concerns are addressed.
- Induct and offer support and training to new and current Parish Safeguarding Officers.
- Respond to questions on training, and parish dashboard related queries via email or telephone.
- Respond to issues arising from national or local concerns and develop or incorporate into training, as appropriate.

### Communications

- Contribute to the development of safeguarding communications to parishes and website development as appropriate.
- Develop and maintain good working relationships with key parish stakeholders including Parish Safeguarding Officers and incumbents.
- Contribute to training reports for the Diocesan Safeguarding Advisory Panel (DSAP) and Bishops Leadership Team.

### General

- Attend team, diocesan and national meetings as required.
- To perform duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

This position requires occasional work in evenings and on Saturdays.

## Person Specification: Safeguarding Trainer

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant qualification in facilitating training and learning and development.</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent level of education.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of developing and delivering contextualised training to a diverse audience.</li> <li>Professional safeguarding experience of working in a relevant statutory, voluntary, or judicial agency.</li> </ul>	<ul style="list-style-type: none"> <li>Professional safeguarding expertise in a relevant statutory, voluntary, or judicial agency.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of the broader safeguarding field including its social and political context.</li> <li>Broad knowledge and experience of applying safeguarding legislation, and best practice. Broad knowledge of the statutory framework for safeguarding children and adults.</li> <li>Excellent communication skills and ability to engage with a diverse audience.</li> <li>Good organisational skills with the ability to listen and adapt to the audience and challenge thinking.</li> <li>Ability to provide accessible training tailored sensitively to the needs of the audience or individuals.</li> <li>Excellent IT skills and competence is using Microsoft forms, excel including pivot tables and developing basic analysis tools.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of and good working knowledge of the Church of England, its organisation and governance structures</li> <li>Broad knowledge of safeguarding legislation and its application to a Church of England context</li> <li>Able to articulate a clear theological underpinning to the safeguarding in a church context</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>Fully supportive of the aims and mission of the Church of England</li> <li>An aptitude for establishing credibility and respect and building strong working relationships with a range of colleagues.</li> <li>An ability to work with a wide range of people of all ages and backgrounds.</li> <li>An ability to listen well and to respond appropriately.</li> <li>An approach to work characterised by commitment, passion, and energy.</li> <li>A high level of integrity and discretion, and ability to handle confidential information with sensitivity.</li> <li>Good levels of self-awareness and a commitment to professional development.</li> <li>An ability to travel around the diocese required with a full driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>A practising Christian</li> </ul>