

Parish Safeguarding Officer Job Description - Voluntary

Outline of the Post:

The vision for this role is to see Chanctonbury Church flourish in Christian togetherness, ensuring high standards of safeguarding across the churches, and to safely guide the church into the realisation of 2033.

This post will report to the Head of Operations and play the primary role in leading the safeguarding efforts across the parish, ensuring the welfare of children and vulnerable adults.

See <https://chanctonbury.org.uk/safeguarding>

Responsibilities:

- Lead the Safeguarding Team and provide direction for the parish in safeguarding
- Have an overview of all church activities, including Ashington Youth Club, involving children and vulnerable adults
- Ensure that the parish continues to comply with Diocesan safeguarding practice guidance
- Liaise with the incumbent/churchwardens as appropriate about safeguarding issues in the parish
- Offer advice and support to all leaders of activities within the parish on safeguarding issues
- Liaise as necessary with the Diocesan Safeguarding Team
- Report concerns regarding children or adults to the relevant authority
- Promote safe practices in all activities and make any recommendations for required improvements
- Oversee DBS checking activities and maintain accurate records of all training undertaken by all volunteers
- Attend Diocesan Safeguarding Training every three years
- Ensure those in the parish are able to readily access safeguarding training
- Provide a written quarterly update on safeguarding for the PCC
- Ensure that the Parish Safeguarding Policies and PSO contact details are displayed in all church premises and readily accessible
- Keep and securely store good records of any safeguarding concerns that may arise
- Keep the church leadership informed of good safeguarding practice
- Complete national, diocesan and parish safeguarding reports as required

Attributes and skills:

- Keen interest in safeguarding with a clear vision for how this is delivered across our churches
- Experience of managing teams and building good working relationships
- Experience working with children or vulnerable adults would be ideal, but not necessary
- Administration and systems (records) management skills
- Able to cope well in emotionally stressful situations
- Able to respect confidentiality
- Good communication skills

Applications to: Anthony Ray, Church Warden - anthony.ray@chanctonbury.org.uk