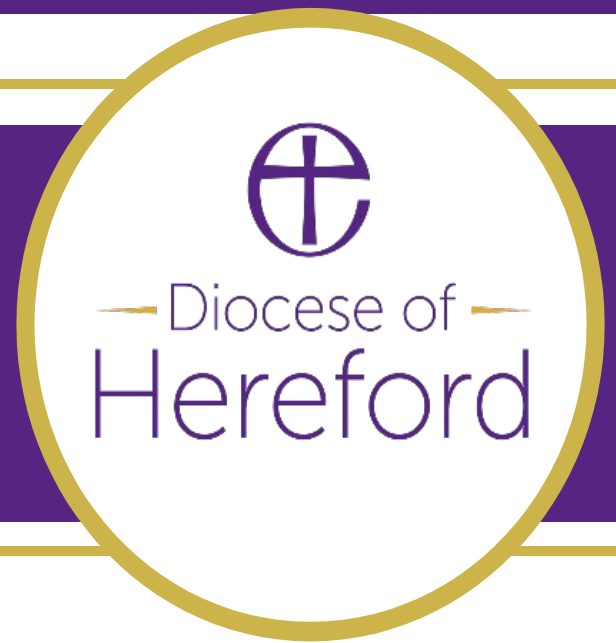


Job Description: Youth Hub Safeguarding Officer And Diocesan Safeguarding Administrator



Job Purpose:

Support local *Youth Hubs* teams to put into place and effectively implement safeguarding processes and systems, championing a person-centred approach to safeguarding and a culture of listening, where children and adults are able to contribute to creating a safe environment, where all are heard and supported.

Act as the link between the diocesan safeguarding team and the various *Youth Hubs*, working in close collaboration with the *Youth Hub Coordinator* and local teams.

To offer administrative support to both the Diocesan Safeguarding Officer and Assistant Safeguarding Officer in relation to all aspects of their work including administering the DBS checking process and supporting the arrangement and delivery of safeguarding training.

Accountabilities:

Youth Hub

- Support local *Youth Hubs* teams to implement safeguarding processes, systems and best practice, in close consultation with the diocesan safeguarding team. In adapting processes and systems for new youth ministry contexts, ensure the active participation of young people and parents/carers, as appropriate.
- Empower parishes participating in *Youth Hubs*, by raising awareness on the importance of prevention, and ensuring that local team members are equipped with the required knowledge and skills to create a safeguarding culture in youth ministry, and to effectively navigate through reporting and responding processes.
- Raise awareness of safeguarding issues with young people participating in *Youth Hubs*, to understand and recognise appropriate behaviour and safe culture in youth-related activities, including prevention and reporting mechanisms.
- Support local teams to connect to broader safeguarding-related initiatives, in the areas covered by the *Youth Hubs*, such as *county lines* and *online safety*; informed by issues raised by young people and their parents/carers. This shall involve engaging with partners, sometimes outside the church and from other denominations.
- Provide guidance and support to local *Youth Hubs* teams on safeguarding issues, as required, in close consultation with the diocesan safeguarding team; including in connecting with safeguarding mechanisms in the broader environment and with local partners.
- Support parishes participating in the *Youth Hubs* to follow data protection legislation and regulations, in recording, storing and sharing of information. Ensure relevant records are kept and are accessible, accurate, securely held and able to be analysed.

- Support safeguarding administration, by monitoring that involved staff and volunteers have an up-to-date DBS certificate and have completed required safeguarding training, advising counterparts at diocese or parish level where follow-up needs to be made.

Diocesan Office

- Be the designated administrator and lead for all Disclosure & Barring Service checks within the diocese.
- Administer and advise on the DBS application process and all other aspects of Safer Recruitment processes in the Diocese.
- Be the designated administrator for safeguarding training.
- Control DBS and training Data ' and be proactive in ensuring DBS applications , renewals and safeguarding training is up-to-date for all staff and volunteers; produce management information from the data held.
- Arrange and support meetings, training, events and conferences for the Safeguarding Working Group, , including taking minutes.

Special Features

KEY WORKING RELATIONSHIPS

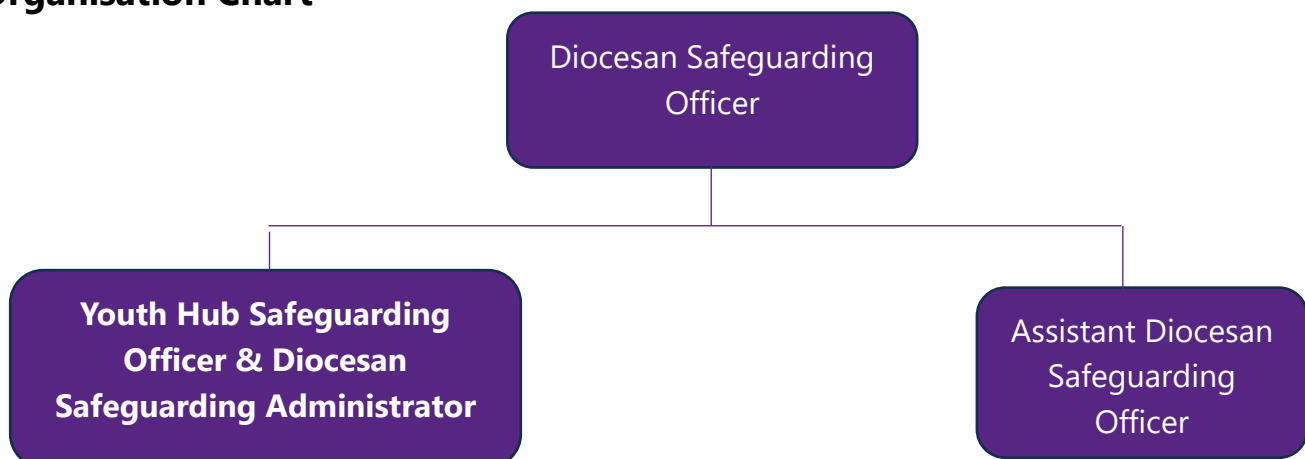
- Diocesan Safeguarding Officer
 - Project Lead: Lead Intergenerational Missioner
 - Youth Hubs Coordinator
 - Youth Pioneers (at each project location)
 - Youth & Community Workers (at each project location)
 - Diocesan Programme Manager
 - Diocesan DBS Administrator / Safeguarding Administrator
 - Parish Safeguarding Officers (in participating parishes)
- Working with highly confidential safeguarding and personal information – use discretion at all times
 - Together with the Diocesan Safeguarding Officer (and Assistant Safeguarding Officer) maintain a comprehensive knowledge of current safeguarding legislation including specific knowledge of safer recruitment and the current version of the National Church of England Safeguarding Practice Guidance on safer Recruitment. This will include knowing what church roles paid or volunteer require DBS checking and to what level.
 - Together with the Diocesan safeguarding Officer (and Assistant Safeguarding Officer) maintain a comprehensive knowledge of the current Church of England's National safeguarding practice Guidance on learning and Development

Occupational Requirement:

DBS

Given the nature of the role an enhanced DBS check is required.

Organisation Chart



Qualifications & Experience

| AREA | ESSENTIAL | DESIRABLE |
|---|---|---|
| Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent) | Educated to degree level or equivalent Full Driving License | |
| Type of Experience required | Relevant experience or training in the field of safeguarding with young people. Experience in dealing with confidentiality | Experience of implementing safeguarding processes and systems in different contexts |

Competencies

| ESSENTIAL | DESIRABLE |
|--|--|
| Ability to work independently and take initiative, within given working frames | Understanding of safeguarding within a Christian context |
| Ability to handle pressure and adapt to changing circumstances and priorities | Ability to network with other stakeholders |
| Willingness to travel to project locations on a regular basis | Understanding of the external environment in which the <i>Youth Hubs</i> operate |
| Heart for enabling safe work with young people | |
| Ability to work as part of a team | |
| Ability to work under pressure | |
| Sympathetic to working with people of faith and the ethos of the Church of England | |
| Ability to take and produce accurate meeting minutes. | |
| Ability to work on own initiative and work under pressure in a busy environment | |
| Able to demonstrate high levels of accuracy and attention to detail. | |
| Discreet and able to deal with confidential matters. | |