

## Job Description

<b>Job Title</b>	<b>Designated Safeguarding Lead</b>
<b>Area/Department</b>	Discipleship/Safeguarding
<b>Reporting to</b>	Deputy General Secretary (Discipleship)
<b>Direct Reports</b>	Training and Development Coordinator, Administrative Assistant
<b>Location</b>	Church House, 86 Tavistock Place, London WC1H 9RT
<b>Travel</b>	Some travel required throughout Scotland, England and Wales
<b>Working Hours</b>	35 hours per week, Monday to Friday with occasional weekend and evening working
<b>Salary Band</b>	Band 4
<p><b>Job Summary:</b> Manage, update and promote the United Reformed Church's safeguarding policies in accordance with legal requirements. To support Synod Safeguarding Officers (or equivalent) in the delivery of safeguarding services, as appropriate.</p> <p>The URC is a conciliar non-hierarchical organisation and this role works collaboratively with Synod Safeguarding Officers and others to ensure that the United Reformed Church provides a safe environment for all those who come into contact with it at any level, be it local, synod or denominational. The post-holder is responsible for promoting and disseminating a safeguarding culture throughout all Assembly level URC teams and programmes. The post-holder advises Assembly disciplinary panels on safeguarding implication.</p>	

**Background:** Policy and the national safeguarding programme is determined by Mission Council's Safeguarding Advisory Group (or its successor\*), on behalf of the United Reformed Church's General Assembly (the governing body of the United Reformed Church).

The Designated Safeguarding Lead is responsible, in consultation with the Safeguarding Advisory Group for setting the strategic direction of safeguarding for the United Reformed Church, under the direction of the Deputy General Secretary (Discipleship).

The URC uses the services of an independent agency - currently Due Diligence Checking (DDC) - to process its DBS/PVG applications. The Designated Safeguarding Lead works closely with the Secretary for Ministries and the Ministries Office in their complementary roles in relating to this agency.

The URC is a member of the Christian Forum for Safeguarding. The Designated Safeguarding Lead is the main point of contact for national ecumenical colleagues.

The United Reformed Church has thirteen Synods. The Designated Safeguarding Lead supports the Synod Safeguarding Officers, Synod Moderators and Synod clerks in matters relating to safeguarding.

## **Principal responsibilities and duties**

### **Management**

1. Line management of direct reports.
2. Undertake all responsibilities and duties of line management as required under the Church's policies and procedures.
3. Regular supervision and training and development of direct reports.

### **Strategic Planning**

1. Ensure that safeguarding continues to be rooted in the governance of the URC.
2. Work with the Safeguarding Advisory Group and Synod Safeguarding Officers to lead and monitor the implementation of the Safeguarding Strategic Plan, reporting annually, through the Safeguarding Advisory Group, to Assembly Executive and/or General Assembly.
3. Oversee the ongoing implementation of the recommendations of the Past Case Review Learning Report and respond to previously unidentified past cases.

### **Policy Development and Implementation**

1. Maintain up-to-date knowledge of legislation, policy and recognised best practice in England, Scotland and Wales regarding the protection of children and adults at risk.
2. Be responsible for ensuring that United Reformed Church safeguarding policies and procedures (currently Good Practice 5) are regularly updated to reflect current legislation and best practice, taking into account lessons learned, in agreement with the Safeguarding Advisory Group.
3. Ensure that safeguarding policies and procedures are disseminated appropriately and supported by appropriate training in all areas of church life.

### **Advice and Guidance**

1. Serve as the Assembly point of contact for Synod Safeguarding Officers as required when safeguarding incidents and concerns are reported or suspected; support those involved in taking appropriate action and liaise with the URC Communications Officer on issues of potential reputational risk.
2. Offer guidance and support to survivors and those working with survivors to enable learning and to influence good practice.
3. Provide advice and guidance to Synods on DBS/PVG eligibility for all roles excluding Ministers of Word and Sacraments, CRCWs and Assembly Accredited Lay Preachers, for which responsibility lies with the Ministries team.
4. Liaise with the Head of Children's and Youth Work providing advice and arranging appropriate training and resources as required.

### **Training**

1. Ensure training is delivered as necessary for relevant URC Assembly and Synod personnel.

2. In conjunction with both Education and Learning and Ministries teams, ensure that appropriate safeguarding training is undertaken by students for ministry, advise on in-service training of ministers, and advocate training within the synods to ensure compliance with legal requirements.
3. Ensure that staff at URC Church House and other applicable staff are kept abreast of safeguarding policy developments and requirements.
4. Oversee the implementation of training for local churches, provided by the Training and Development Coordinator.

### **Decisions and Administration**

1. Promptly forward blemished disclosures for ministers, CRCWs and Assembly Accredited Lay Preachers to the Secretary for Ministries. In consultation with the Secretary for Ministries, determine the action to be taken.
2. Promptly forward blemished disclosures, other than those mentioned at point 1, to Synod Safeguarding Officers and offer support as needed.
3. In accordance with URC Safeguarding policy, maintain a record of contracts between local URC churches and those who pose a risk to children and adults and risk, checking annually with Synod Safeguarding Officers to ensure that agreements are current, managed and adhered to by all parties to the agreement.
4. Keep appropriate case records, mindful of retention schedules and Data Protection legislation.
5. Ensure safeguarding administration and processes are effective and fulfilling the needs of the URC.
6. Be the point of contact for liaison with DDC for contract negotiations and reviews, in consultation with the Secretary for Ministries.
7. Ensure risk matrix is kept up to date, providing regular reviews in line with the safeguarding strategic plan and the URC's risk management procedure.
8. Manage internal and external audits of compliance.
9. Liaise with Ministries department regarding content for Annual Church Returns.

### **Financial reporting**

1. Plan annual budgets with line manager and Chief Finance Officer.
2. Manage the safeguarding budget with reference to the Safeguarding Advisory Group

### **Working with Committees and Volunteers**

*This section lists the type and level of interaction that this role has with committees and other groups. It will vary from time to time and as directed by the line manager.*

1. Safeguarding Advisory Group: *currently three meetings per year, acts as Secretary; reports in writing to each meeting.*
2. Synod Safeguarding Practice Group: *three meetings per year, attendance required.*
3. Christian Forum for Safeguarding: *four meetings per year, attend and participate on behalf of the URC.*
4. Assembly Executive: *meets annually, provide report and attend as required.*

5. General Assembly: *meets annually, provide report and attend as required.*

### **Expected Standards**

*This section refers to the way in which the job is done rather than the duties/responsibilities.*

*The [C] Core or [E] Enhanced specified after each standard denotes the clause required for the job:*

1. Promote a culture of open and effective communication to enable constructive relationships with colleagues and internal and external customers [E].
2. Actively foster an environment which nurtures equality and cherishes diversity [E].
3. Promote, monitor and maintain best practice in health, safety and security [E].
4. Work collaboratively to develop a customer service culture which fosters continuous improvement [E].
5. Take responsibility for own personal development and support the development of others to enhance their skills and knowledge [E].
6. Promote, monitor and maintain best practice in data protection principles and practice [E].
7. Actively promote, manage and maintain best practice in Safeguarding [E].

*This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time in order to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.*

**Updated May 2021**

## Person Specification

**Job Title: Designated Safeguarding Lead**

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Education to degree level (or equivalent) in a relevant qualification (e.g. - Child Care, Social Work, Psychology, Health, Probation, etc.)	<ul style="list-style-type: none"> <li>post-graduate or professional safeguarding qualification (or equivalent)</li> </ul>	Application form/Interview
Experience	2. Developing and implementing safeguarding policies and procedures 3. Influencing cultural change 4. Managing complex projects 5. Arranging and leading training events 6. Managing safeguarding issues with individuals or groups	<ul style="list-style-type: none"> <li>working ecumenically</li> <li>working with children and/or young people/adults at risk</li> <li>handling safeguarding issues within a local congregation</li> <li>working within the voluntary sector</li> <li>line management</li> <li>managing a budget</li> </ul>	Application form/Interview
Knowledge	7. Statutory and other guidance or policy and relevant legislation concerning issues related to the protection of children and adults at risk 8. Best practice in the protection of children and adults at risk	<ul style="list-style-type: none"> <li>the structures of the United Reformed Church</li> </ul>	Application form/Interview
Skills and Abilities	9. Excellent interpersonal skills; able to work co-operatively, collaboratively and ecumenically 10. Excellent communication skills, both written and oral 11. Able to think and plan strategically 12. Able to represent the national church at multi-agency forums	<ul style="list-style-type: none"> <li>public speaking</li> <li>chairing meetings</li> </ul>	Application form/Interview

Requirements	Essential	Desirable	Measurement
	13. Able to maintain the highest standards of confidentiality and to work sensitively with those affected by issues of safeguarding 14. IT skills including MS Office and online meetings/events 15. Good administration skills 16. Ability to work under minimal supervision		
Other	17. Strong conviction regarding the need to safeguard vulnerable people 18. Willing to travel in the UK 19. Willing to attend occasional evening/ weekend events at locations throughout the UK 20. Willing to work within the Christian ethos of the United Reformed Church 21. An enhanced DBS certificate		