

Appendix P

Sample: Synod Safeguarding Officer – Person Specification

Requirements	Essential	Desirable	Evaluation <i>Application Form/Interview or practical test</i>
Education and qualifications	<p>Relevant professional qualification (e.g. in social work, psychology, education, health care) and/or equivalent experience through working in safeguarding (e.g. in a health, police, Local Authority or probation setting.)</p> <p>Attended in-house or professional safeguarding training or refresher safeguarding training in the last two years</p>	Attended advanced level safeguarding training by a recognised provider (e.g. NSPCC).	Application form and certificates
Experience	<p>Recent or ongoing experience of acting as a Safeguarding Designated Person for an organisation or a service.</p> <p>Experience of dealing with safeguarding incidents, concerns and complaints.</p> <p>Experience of managing safeguarding cases in a professional capacity.</p>	<p>At least two years of experience as a Safeguarding Officer or Manager.</p> <p>Experience of delivering safeguarding training.</p> <p>Experience of the DBS checking processes.</p>	Application form & Interview
Knowledge	<p>Knowledge and understanding of legislative frameworks related to safeguarding and protecting children and adults at risk</p> <p>Statutory and other guidance or policy from Home Office, Dept for Children, Schools and Families, etc concerning issues related to the protection of children and vulnerable adults</p> <p>Solid knowledge of data protection legislation and information sharing</p> <p>Understanding of how to respond to survivors of abuse.</p>	<p>Understanding of the structures and policies of United Reformed Church, including safeguarding.</p> <p>Knowledge of the remit and working of key professionals in the area with whom you will be in contact – Police, probation, local authorities, etc.</p>	Application form & Interview

	Knowledge of to those who may pose a risk to children and adults at risk.		
Skills, Abilities and Attitude	<p>Ability to inspire and motivate others to take safeguarding seriously.</p> <p>Good communication skills (both written and oral).</p> <p>Good listening skills.</p> <p>Ability to maintain confidentiality when appropriate.</p> <p>Approachable and caring, but with an ability to maintain objectivity when dealing with complex situations and to take decisive action when necessary.</p> <p>Self-sufficient administrative, IT and organisational skills.</p> <p>Ability to prioritise time and resources and work to competing deadlines.</p> <p>Ability to work as part of a team and on own initiative.</p> <p>Good training and presentation skills.</p>	<p>Leaderships skills.</p> <p>Assertiveness skills.</p> <p>Ability to develop systems of data analysis and representation</p>	Application form, Interview, References
Other	<p>Strong conviction regarding the need to safeguard the vulnerable.</p> <p>A commitment to working within the Synod and URC safeguarding policy and procedures/</p> <p>A willingness to attend ongoing training.</p> <p>Willingness to work flexibly, including evenings and weekends.</p> <p>Willingness and ability to travel to relevant meetings at locations across the Synod.</p> <p>Enhanced DBS/PVG.</p>	Full UK driving licence and use of own car for work purposes.	Interview