 Appendix P  
***Sample*: Synod Safeguarding Officer – Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** | **Evaluation**  *Application Form/Interview or practical test* |
| Education and qualifications | 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.)  Attended in-house or professional safeguarding training or refresher safeguarding training in the last two years | Attended advanced level safeguarding training by a recognised provider (e.g. NSPCC). | Application form and certificates |
| Experience | Recent or ongoing experience of acting as a Safeguarding Designated Person for an organisation or a service.  Experience of dealing with safeguarding incidents, concerns and complaints.  Experience of managing safeguarding cases in a professional capacity. | At least two years of experience as a Safeguarding Officer or Manager.  Experience of delivering safeguarding training.  Experience of the DBS checking processes. | Application form & Interview |
| Knowledge | Knowledge and understanding of legislative frameworks related to safeguarding and protecting children and adults at risk  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  Solid knowledge of data protection legislation and information sharing  Understanding of how to respond to survivors of abuse.  Knowledge of to those who may pose a risk to children and adults  at risk. | Understanding of the structures and policies of United Reformed Church, including safeguarding.  Knowledge of the remit and working of key professionals in the area with whom you will be in contact – Police, probation, local authorities, etc. | Application form & Interview |
| Skills, Abilities and Attitude | Ability to inspire and motivate others to take safeguarding seriously.  Good communication skills (both written and oral).  Good listening skills.  Ability to maintain confidentiality when appropriate.  Approachable and caring, but with an ability to maintain objectivity when dealing with complex situations and to take decisive action when necessary.  Self-sufficient administrative, IT and organisational skills.  Ability to prioritise time and resources and work to competing deadlines.  Ability to work as part of a team and on own initiative.  Good training and presentation skills. | Leaderships skills.  Assertiveness skills.  Ability to develop systems of data analysis and representation | Application form, Interview, References |
| Other | Strong conviction regarding the need to safeguard the vulnerable.  A commitment to working within the Synod and URC safeguarding policy and procedures/  A willingness to attend ongoing training.  Willingness to work flexibly, including evenings and weekends.  Willingness and ability to travel to relevant meetings at locations across the Synod.  Enhanced DBS/PVG. | Full UK driving licence and use of own car for work purposes. | Interview |