



Job Description

Job Title	Case Work Supervisor (Safeguarding)
Area/Department	Discipleship / Safeguarding
Reporting to	Designated Safeguarding Lead (DSL)
Direct Reports	None
Location	Home based
Travel	Occasional travel throughout England, Scotland, and Wales
Working Hours	18 hours per week
<p>Job Summary: To offer support and advice to the Synod Safeguarding Officers (SSO) ensuring compliance and consistency across the denomination in its case work, sharing inconsistencies and non-compliance with the Synods to address through the SSO's line manager. The role stands outside the line management of SSOs which is a Synod responsibility, and clinical supervision, focussing solely upon case management support.</p>	

Background:

The United Reformed Church has policies and procedures in place for complying with legal and best practice requirements on Safeguarding matters. Safeguarding policies, practices and procedures are determined and proposed by the United Reformed Church's Safeguarding Committee and adopted by General Assembly (the governing body of the United Reformed Church).

In response to the Independent Inquiry into Child Sexual Abuse (IICSA) and following the URCs Past Case Review (PCR), the need for consistency, the introduction of a denomination-wide case management system for safeguarding, and accountability in the work the safeguarding teams undertake denominationally and at Synod level, this new role has been created.

Principal responsibilities and duties

Development and Implementation

1. Provide safeguarding casework supervision for Synod Safeguarding Officers.
2. Support the continual development of the URC's case management system for safeguarding.
3. Support the development and implementation of the URC's safeguarding strategic plan (2019-2024).
4. Monitor and audit compliance with Good Practice guidance related to case management, raising concerns with the DSL and advise on remedial action required.
5. Support and develop a network of relationships among SSO's to increase collaboration and consistency in dealing with safeguarding best practice.
6. Carry out audits of safeguarding cases within synods in line with IICSA and URC PCR recommendations and safeguarding compliance best practice.

Training

1. Keep up to date with legislation, policy and guidance, and best practice in safeguarding children and adults at risk, for their protection, in England, Scotland and Wales.
2. Contribute to the development of specialist training in relation to areas relevant to the role; including case and time management, contextualising safeguarding and reflective practice.
3. Ensure that appropriate training is available to SSO's, in conjunction with SSO's line managers and the Safeguarding Committee.

Advice and Guidance

1. Support SSOs in their advice to local churches and Synods on safeguarding cases.
2. Engage with the SSO line managers meetings to offer support and an understanding of the wider work of safeguarding teams.
3. Contribute to the existing work of the Safeguarding Committee, Synods and working groups/committees of the URC.
4. Work in partnership and collaborate with other Churches and agencies in England, Scotland and Wales wherever possible, to develop good practice in safeguarding/child and adult protection, and to support the continued implementation of the Churches' Safeguarding Policies.
5. Deputise for the DSL as required.

Administration and Support

1. Utilise case management system, databases and information technology in the provision and monitoring of safeguarding case management.
2. Prepare statistical and analytical reports to the DSL and the Safeguarding Committee, as required.

3. Provide regular reviews and reports in line with the safeguarding strategic plan.
4. Participate in the wider work of the safeguarding team including contributing to various meetings, events, and initiatives to raise the quality of safeguarding provision throughout the Church.
5. Organise and chair the SSO's line management meetings.
6. Lead on safeguarding case matters at the URC at relevant meetings and events.
7. Undertake any other duties relevant to the post.

Working with Committees and groups

1. Safeguarding Committee: *meets three times per year; attendance and written report required.*
2. Synod Safeguarding Practice Group: *meets three times per year; attendance required.*
3. Synod Line Managers Support Group: *will meet twice a year – this role will chair the meeting.*

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 to meet organizational or departmental needs and this job description will therefore be subject to periodic review and change if required.

January 2024

Person Specification

Job Title: Case Management Supervisor (Safeguarding)

Requirements	Essential	Desirable	Measurement
Education and qualifications	1. Degree in Child Care, Social Work, Psychology, Health, Education, Police, Probation etc) or relevant professional experience	<ul style="list-style-type: none"> • qualification in the supervision of others, e.g. in Social Work, Probation, Police, Child Protection or Church related work 	Application/Certificates/References
Experience	2. Legislation related to safeguarding Children and Adults 3. Working with child and / or adult safeguarding policies 4. Supervising staff	<ul style="list-style-type: none"> • the United Reformed Church and its structures and safeguarding guidance • working in multi-disciplinary teams 	Application/Interview/Presentation
Knowledge	5. Data protection		
Skills and Abilities	6. MS 365, including Outlook, Teams, Excel, to intermediate level 7. Excellent verbal and written communications skills 8. Excellent interpersonal skills 9. Able to analyse complex situations and advise appropriately / ability to give direction and support in completion of casework 10. Sensitivity in pastoral situations 11. Able to develop and sustain relationships and network effectively 12. Excellent organisational skills 13. Able to maintain the highest standards of	<ul style="list-style-type: none"> • able to have challenging conversations • able to identify examples of poor practice and ensure that necessary change is implemented 	Application/Interview/Presentation

	confidentiality and work sensitively with those affected by issues of safeguarding		
Other	<p>14. Willing and able to travel and to be away from home occasionally</p> <p>15. Willing to work within the Christian ethos of the United Reformed Church</p> <p>16. Enhanced DBS check</p>		Application/ Interview