



Safeguarding Adviser – training & learning

Diocese of Newcastle



Diocese of Newcastle

www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

Overview

Diocesan Safeguarding Adviser – training & learning

30 hrs a week which may be worked flexibly by agreement
£30,500 (fte £38,123)

We are committed to the highest standards of safeguarding, supporting victims and survivors of abuse; and creating a positive safeguarding culture in every Church and worshipping community in every corner of our diocese.

We are reshaping and building our safeguarding infrastructure and this exciting brand new training and learning post will bring us the capacity to support and embed safeguarding awareness and learning and develop our broad safeguarding culture.

Our new Adviser will:

- Coordinate the diocese's access to, and provision of, quality learning within the Church of England's national safeguarding standards, training and learning pathways, through the diocesan safeguarding training and learning strategy(ies) in an annual calendar of activities.
- Create networks and opportunities which support individuals at local levels to grow in confidence and capacity especially our clergy and our volunteer Parish Safeguarding Officers (PSOs).
- Creating networks and groups of effective and supported trainers at deanery and local levels.
- Take the lead in promoting particular support mechanisms eg the Dashboard, hubs, and other initiatives
- Take the lead on the delivery of our training, working with colleagues and external training support where appropriate.
- Support safeguarding colleagues including the Cathedral, and DSAP with professional expertise.
- Work with our Chaplain, to ensure the voice of survivors of abuse are able to inform diocesan learning and awareness.
- Ensure the diocese has a coordinated quality assurance approach to all learning, training, and awareness raising – evidencing learning preparation and evaluation, and reflective practice according to roles and remits
- Work creatively and collaboratively to ensure training and learning can be adaptive and flexible where appropriate.
- Support the development of members of our Safeguarding Advisory Panel.
- Be responsible for where decisions are made appropriate to a situation to exempt or delay required training for individuals (within national frameworks/provisions).
- Work with our Administration support to ensure accurate and timely record keeping, for current and renewing training.

Overview

About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Working alongside the National Church of England Safeguarding Team, Clergy, Laity, including Parish Safeguarding Officers and Churchwardens, and building will build professional working relationships and networks with our statutory bodies.

Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS

Due to the nature of the post there is a requirement for work to be carried out flexibly including working from home, the Diocesan Office and throughout the Diocese. Some evening and weekend work will be required over the year.

Overview

Accountability and key relationships

- Safeguarding Director
 - Safeguarding team colleagues
 - Senior clergy and staff of the Diocese and Diocesan Board of Finance
 - The Diocesan Safeguarding Advisory Panel
 - The Dean of Newcastle and senior cathedral staff
 - Those in licenced and authorised ministry
 - Deanery and parish safeguarding officers, and volunteer trainers
 - Networks of training and learning professionals across statutory and non statutory bodies
 - National Safeguarding Team (NST)
-
- **Reporting to the post holder** - there are no direct line reports, but colleagues work with administrative support and have a delegated budget from the director with which to commission additional capacity for training where this is required and authorised.

| | |
|--|---|
| Main purpose | As bring expertise, skill and knowledge to our training and learning strategies, which will support our ongoing commitment to build safeguarding confidence and capacity and a positive safeguarding culture across the diocese. |
| As Diocesan Safeguarding Adviser, training and learning - main duties | <p>To support the development of, and then deliver against, review and report on the training and learning strategy and all its associated activities – linked to, and complying with, the Church of England’s National Safeguarding Standards (no 5).</p> <p>To create an annual calendar of activities leading on ensuring efficient logistical and practical arrangements, Lead on training delivery in line with national Church of England accredited/required training skills.</p> <p>Ensure adequate training provision by consultants, safeguarding colleagues and volunteers appropriate to the level of training.</p> <p>Be the key point of contact of supporting for parish and cathedral training and to take the lead to support the development of safeguarding training and learning with specific related organisations eg BMO partners and projects.</p> <p>Creating and innovating ways to engage and communicate – through our website, newsletters and updates.</p> <p>Recruit individuals to support training provision at a local level and support and develop cohorts of trainers ensuring that individuals are able to grow in confidence, skill and training ability and ensure that they feel developed and supported/supervised:</p> <ul style="list-style-type: none"> ✓ Piloting and supporting the developments of national church learning pathways as appropriate ✓ Ensuring the diocese complies with national learning /training pathways requirements ✓ Creating and developing complimentary diocesan awareness raising opportunities ✓ Being part of professional training and learning networks, and relationships/connections with voluntary sector organisations, statutory services. |

| | |
|---------------------------------|--|
| | <ul style="list-style-type: none"> ✓ Being an active and visible member of the team. ✓ Offering professional expertise and support. ✓ Recruiting and supervising Support and Link people ✓ Taking opportunities to support the development of the SAP ✓ Ensuring there is ongoing effective evaluation and feedback processes which support reflective learning and development at personal and organisational levels. ✓ Seeking feedback which supports an `even better if...` approach to all our activities. ✓ Updating learning, scenarios/examples that ensure training is refreshed regularly ✓ Offering personal and professional feedback and support. ✓ Regular meetings and feedback regarding administrative logistics and arrangements for safeguarding training; administration processes, setting dates, updating the website and communications. ✓ Checking three year renewal training data and plans for ensuring everyone undertakes and evidences what is required. ✓ Supporting the Cathedral training requirements for staff and volunteers ✓ Liaising with DBF directors and heads of teams to ensure colleagues undertake required training and have support. ✓ Developing creative networks and relationships/contacts with other dioceses and national leads to co create, co deliver and co evaluate new initiatives. ✓ Taking opportunities to be a part of national church pilots and developments. ✓ Undertaking NST led developments/cpd ✓ Attending National DSA days and events ✓ Undertaking self determined appropriate cpd |
| Professional Development | <ul style="list-style-type: none"> • To remain up to date with the development of government policy, Church of England policy and practice guidance and maintain continuing professional development. • To have a good working knowledge of local multi-agency safeguarding partnership arrangements. |

| Key Criteria | Essential |
|--------------------------------------|---|
| Qualifications & Training | <ul style="list-style-type: none"> • Relevant safeguarding and training qualification/experience (e.g. social work, health, police etc.) with current or recent registration where applicable. • Relevant up to date training with ability to demonstrate transferrable knowledge across sectors and client groups. |
| Knowledge and Experience | <ul style="list-style-type: none"> • Experience of safeguarding children and adults, and where this involves statutory responses and multi agency working (with statutory and non statutory agencies). • Experience of working with victims and survivors of abuse (ensuring that the voice of survivors and victims are at the forefront of our safeguarding culture). • Experience of undertaking research and preparing reports, analysing data and drawing out complex issues into accessible information for others. • Experience in supporting and implementing change in practice in safeguarding. • Experience in communicating safeguarding to non safeguarding professionals in ways which encourage learning, build capacity and confidence. • Experience of being able to work with conflict, anticipate it and seek to resolve it. • Experience of working under pressure remaining calm, with a pragmatic and problem solving positive approach. |
| Personal Competencies | <ul style="list-style-type: none"> • Excellent interpersonal and communication skills - written, oral and presentational. • Able to inspire trust and confidence. • Emotionally intelligent, with a good understanding of self (including understanding how personal history, life experience and characteristics inform understanding of, and response to, safeguarding situations). • Experience of having written, or supported, the development of safeguarding training and learning, and supporting the development of others. • Ability to maintain the highest levels of confidentiality. • Able to identify and challenge poor attitudes and practice. |

| | |
|------------------|---|
| | <ul style="list-style-type: none"> • A proven ability to develop and sustain relationships with internal and external partners and the natural ability to network and build supportive relationships effectively. |
| General | <ul style="list-style-type: none"> • Proficient in the use of Microsoft Office/IT applications. • Able to maintain and manage good quality record keeping. • Able to use own initiative to prioritise workload to ensure that tasks are completed in an efficient and timely manner. • Work with flexibility and agility. • Able to analyse complex situations and advise appropriately. • Have empathy with the mission of the Church of England and be able to demonstrate behaviours consistent with the Diocesan values of being generous, engaged and open. • Own transport or ability to travel throughout the diocese. • Be able to be flexible and be prepared to work outside normal office hours, on occasion, according to needs, and willing to work at other office locations as required (for example training in a deanery in an evening or at a weekend session). • Be able to challenge discriminatory attitudes, statements and behaviour. • Be a visible team player, able to work on own initiative where this is required, and committed and able to working collaboratively. • Be friendly and approachable in ways which generate and encourage confidence and support. • Be of good humour with a cheerful and can do approach. |
| Desirable | <ul style="list-style-type: none"> • Able to articulate awareness of working within a volunteering culture which engages both employees and volunteers • Detailed knowledge of national church safeguarding policies; • An understanding of the culture of the Church of England. |

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

Closing date for applications – Thursday 23rd January 2025 9am.

For an application form (no CVs) and wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan email: info@newcastle.anglican.org

Interview date – First week of February details to be confirmed at the Newcastle diocesan offices.