



Parish Safeguarding Co-ordination Officer (PSO)

Dorcan Benefice, Swindon: St Paul's, Covingham and St Timothy's, Liden

JOB SUMMARY:

The Parish Safeguarding Co-ordination Officer (PSO) will review, update and implement the safeguarding policies, procedures and related documents within the benefice, comprising two churches with one Parochial Church Council (PCC). We approach our safeguarding responsibilities as a team, and as well as having their own particular areas of focus, the PSO will co-ordinate and oversee the team's discrete areas of responsibility, which are summarised under "Safeguarding Team Roles" in the Appendix.

We are looking for a Parish Safeguarding Co-ordination Officer with excellent administrative, written and organisational skills, who is flexible and adaptable, energised by working within a team, and, above all, who is committed to following best practice in safeguarding.

REPORTS TO:

Line managed by Rev Trudie Wigley, Incumbent.

TERMS:

Salary: £4,420 for project (0.15 annual FTE of £31,000)

This is a four-month contract (13 weeks) of 20 hours per week, although there is some flexibility with hours and length of contract. After the initial 4 months focusing on the review, updating and implementation, there may be the opportunity to continue supporting the maintenance of our safeguarding responsibilities on reduced hours.

There will be the need for some out of normal office hours working (e.g. to attend some PCC meetings/parish events), for which time off in lieu will be granted. The role will involve travel across the parish, and occasionally, the Diocese office in Bristol.

This role involves working in environments with children and adults at risk of harm and therefore the position holder will be required to have an enhanced DBS check.

KEY RELATIONSHIPS:

Church of England Incumbent, Methodist Minister, Parochial Church Council, Dorcan benefice Safeguarding Team, Church and Hall administrator, and church members

Diocesan Safeguarding Team

Other Diocesan PSOs in the Community hub



Job Description

Process and Procedures

Responsibility for reviewing, communicating and implementing policies and procedures

- Review and update the various safeguarding policies and procedures, and all associated policies, guidelines and forms
- Ensure implementation and monitoring of policies and procedures across activities, working closely with the Safeguarding Team and leaders of all church activities
- Be responsible for ensuring that each church activity
 - Holds an up-to-date list of their safely recruited volunteers, reviewed annually
 - Reviews and completes an annual safeguarding checklist
 - Reviews and updates risk assessments annually
 - Maintains attendance records (if appropriate) and that they are filed centrally
- Report regularly to PCC at each meeting – either in person or by written report - and at the annual AGM

Leadership

Taking a lead in co-ordinating, affirming and supporting the culture of safeguarding in the Benefice

- Co-ordinate the Safeguarding responsibilities, processes and procedures at the Dorcan Church, working closely with the PCC and the Safeguarding Team
- Lead and co-ordinate the tasks of the volunteer Safeguarding Team (see Appendix). Of note is that the Parish Concerns Officer (PCO) receives, reports and co-ordinates the response to referrals or allegations made
- Attend the Diocesan Safeguarding Officer forums, for support and to keep up to date with procedures and best practice, implementing these, as appropriate, in the parish
- Together with the Incumbent, Church Warden and Diocesan Safeguarding Team, actively manage and monitor the risk of persons who have been identified and communicated to the Diocesan Safeguarding Team.

Administration

Ensuring good record keeping and safe storage

- Be responsible for ensuring that the Dashboard is up to date, and the Hub is populated, and that they are regularly reviewed and gaps actioned. Position to be presented to PCC
- Be responsible for keeping appropriate records and data relating to safeguarding, safely filed and up-to-date
- Ensure that all policies and procedures are available for reference, and are communicated and distributed as required
- Attend training, as required



Person Specification

Experience	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Practical experience of working in a safeguarding, or related capacity • Experience of writing and implementing policies and procedures • Experience of working with volunteers and paid staff • Experience of working within a team 	<ul style="list-style-type: none"> • Understanding of Church of England structures. • Leading a team
Skills and Abilities	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • High attention to detail • High level of understanding of confidentiality • Exceptional administrative and written skills • Good communication and influencing skills • Able to work on own initiative • Able to prioritise competing demands. • Excellent computer literacy, with good knowledge of MS Office packages. 	<ul style="list-style-type: none"> • Experience of Dashboard and Hub safeguarding administrative packages
Personal	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • A heart for the importance of safeguarding • Good interpersonal skills • Self-motivated • Flexible and adaptable • Resilient and courageous • Respectful of and comfortable with the Christian ethos and objectives that underpin our work 	
Other	
Essential Criteria	Desirable
<ul style="list-style-type: none"> • Flexibility to work some evenings and very occasionally weekends. 	<ul style="list-style-type: none"> • As public transport can be limited, access to own private transport is desirable. Travel expenses will be reimbursed in line with the PCC's Expenses Policy.



SAFEGUARDING

The Parish churches and Diocese of Bristol are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If you would like further details, or to talk through any questions regarding this role, please contact: Rev Trudie Wigley via the Church Office at dorcan.church.office@gmail.com or by phoning on 01793 435987.

Closing date: Mid-day 12th March 2025

Other documents

Dorcan Church Summary Profile

Dorcan Church 2023 Annual Report

How to apply information



APPENDIX

Safeguarding Team Roles

We approach our safeguarding responsibilities as a team. The PSO role for which we are recruiting will advise and co-ordinate the team. In addition to the PSO, the team have the following responsibilities:

Parish Safeguarding Concerns Officer (PCO)

- Be available for any child or adult to speak to regarding any concerns, including making themselves known to all in the Church and having their contact details and picture displayed within the Church premises.
- Communicate with the Incumbent and/or Diocesan Safeguarding Team (in liaison with the Incumbent) regarding reporting/management of safeguarding issues in congregation and allegations against Church Officers. Concerns about the Incumbent should be raised directly with the Diocesan Safeguarding Officer
- Alert the Diocesan Safeguarding Team to the presence of any individual in the congregation who has a relevant conviction or caution or if there is reason to believe that an individual may present a risk to vulnerable adults or children
- Attend training as required

Parish Safeguarding Recruitment Officer (SRO)

- Safely recruit volunteers according to the Dorcan Church Safer Recruitment Guidance
- Maintain recruitment records and a list of authorised volunteers, including populating the hub and keeping it up to date
- Ensure that a yearly review of volunteers is undertaken with activity leaders and that the hub is updated
- Support the PCC, PSO and Incumbent with reviewing the Parish safeguarding policies and procedures regarding recruitment and ensuring their implementation.
- Ensure safe storage of all data and records related to safeguarding.
- Attend training as required

Parish Safeguarding DBS Officer (SDO)

- Undertake the processing of appropriate level of DBS checks and disclosures for the church and maintain records
- Advise SRO when DBS re-checks are required and process them accordingly, ensuring that details are inputted on the Hub
- Support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures regarding DBS checks and ensuring their implementation.
- Ensure safe storage of all data and records related to safeguarding.
- Attend training as required



Parish Safeguarding Training Officer (STO)

- Arrange and monitor required training for all authorised volunteers, liaising with the Parish Safeguarding Recruitment Officer (SRO). Keep training records, ensuring details are inputted on the hub
- Communicate information regarding safeguarding training required and available courses to the PCC and other relevant people
- Support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures regarding training and ensuring their implementation.
- Ensure safe storage of all data and records related to safeguarding.
- Attend training as required

Parish Safeguarding Administrator (PSA)

- Assist the Safeguarding Team in filing, administration, and maintaining version control of various working documents
- Provide administrative support to the Safeguarding Team, including, but not limited to:
 - Supporting keeping the dashboard and hub up to date in liaison with the information provided by the team
 - Monitoring for receipt of annual risk checklist, volunteer list and registers
 - Be the first point of contact for paperwork and communication from the Bristol Diocese, and disseminate information to the appropriate person
 - Support the PCC, Incumbent and Safeguarding Team with reviewing the Parish safeguarding policies and procedures
 - Ensure safe storage of all data and records related to safeguarding.
- Attend training as required