

**Application Pack July 2022**

**Safeguarding Trainer x 2**

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Contact details

**Human Resources**

Enita Andrews

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**For an informal discussion about the role, please contact:**

Ben Goodhind

Diocesan Safeguarding Manager

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Dear applicant

Thank you for your interest in the post of Safeguarding Trainer with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Enita Andrews

**HR Manager**

**Applications**

Applications must be received by **9am on Friday 22 July 2022**.Application forms, with a covering letter no more than one side of A4describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, 2 Cathedral Avenue, Wells, Somerset, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

**Interviews**

Interviews will take place in Wells on **Wednesday 27th July 2022.** Further details regarding the selection process will be communicated at the time applicants are invited for interview.

**Safeguarding**

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

* Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
* Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
* Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



**The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country.  The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways, caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change including a recent move to new Diocesan Offices and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

* To place mission and evangelism at the heart of all we do.
* To re-align our ministry resources towards mission.
* To identify, develop, and release the gifts of all our people.

**Organisational Structure**

**The Diocesan Safeguarding Team**

The Diocesan Safeguarding team is made up of a very enthusiastic, friendly, and relatively new staff and currently consists of four people. Our aim as a team is to create a modern, effective and proactive safeguarding provision that is aligned to both best practice and the values of the Diocese and wider church. Our Diocesan Safeguarding Manager, Ben Goodhind, has worked with the Diocese since September 2021, coming from a 20-year career in the Probation Service. Our Safeguarding Adviser, Andrew Duncan, has been with the Diocese for over two years, having previously been in the Police Force. Our current interim trainer Cameron McConnell also has a background in the police and came to work in the Diocese just over a year ago. This was on a fixed term basis as a safeguarding caseworker looking at reviews of past safeguarding cases as part of a national historic review. After our permanent trainer departed Cameron stepped into the role on a temporary basis whilst we undertook a review of future training requirements. We have also just appointed a Safeguarding Co-Ordinator, Leonie Jones, who has worked for the Diocese for many years and is an experienced administrator. Leonie’s role includes supporting the organisation and administration of the training.

Everyone involved in church life should know what to do in situations where a child, young person or vulnerable adult may have been harmed or be at risk of coming to harm. Each parish or benefice should have in place a safeguarding officer who knows how to respond and where to seek further help and advice. The diocesan safeguarding team provide professional advice and training to parishes to ensure they can meet that responsibility, as well as support to those who may have suffered abuse or exploitation in a church setting.

The training therefore needs to be well prepared, fit for purpose and delivered by trainers who are engaging and are able to adapt the training to reach an audience who will have varying levels of safeguarding knowledge and understanding.

**Training Delivery**

The role of the trainer will be to deliver the national Church of England Safeguarding Training, as outlined in the 2019 Safeguarding Training and Development Practice Guidance. This training is modular, and the first 2 modules – Safeguarding Awareness and Safeguarding Foundation are available online to any member of the Church and should be undertaken by most people volunteering in the Church. We have recently also added Domestic Abuse Awareness and Safer Recruitment as online additional learning. The third module, Leadership in Safeguarding, is a 2-part half-day session and delivered by the trainer to ordained clergy, churchwardens, youth workers, parish safeguarding officers, and Churchwardens, and others who have a role to play in leading the safeguarding response in their parish. We also run Induction Training for new Parish Safeguarding Officers helping them to bed into their role. There are also specialist training days on a range of subjects that can be organised throughout the year. All clergy, readers and safeguarding officers should attend a safeguarding training session at least once every three years.

Over the past few months, we have been working closely with the National Safeguarding Team to ensure that we deliver our training in as effective way as possible but also to ensure that our trainers get the right level of development and support in what is quite a specialist area. As such we have taken the decision to run all training with two trainers rather then one, as well as developing a much-improved induction and development process for our staff. This will be in partnership with the NST. Our two new trainers will start and develop together with guidance from both the Diocesan Safeguarding Manager and training lead From the National Safeguarding Team. This is an exciting opportunity to be a part of building a new and modern training platform.

The main job of the trainer will be to liaise with the parishes and deaneries to deliver training from Flourish House, both in person and virtually over Microsoft Teams; and in the areas around the Diocese where it is most needed. This will involve delivering around 100 training courses per year some of which may be evenings or on occasions Saturdays, to accommodate the needs of those attending. Part of the role will also be to recruit, train and support a small group of volunteers who can assist with the training delivery, whether that is booking rooms and attendees onto sessions in their local Deanery, or co-delivering on Zoom directly assisting the trainer.

**Working with other Organisations**

There is also the potential to work jointly with our secular and ecumenical partners. The local Safeguarding Partnership Boards delivers safeguarding training to professional partners and are happy to discuss ways in which we can work together to mutually improve safeguarding training delivery. The Safeguarding Team also liaise regularly with neighbouring Diocese safeguarding teams, and there is a quarterly regional trainers meeting. There is also a quarterly meeting attended by safeguarding officers from Methodist, Catholic, Baptist, Salvation Army and United Reform Churches; there may be opportunities for joint training, especially around specialist subjects.

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## Job Description

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| **POST:**  Diocesan Safeguarding Trainer x 2 |

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| **Our vision**  **In response to God’s immense love for us, we seek to be God’s people living and telling the story of Jesus** |

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| **Key purpose of the post:**  To support the Diocesan Safeguarding Team by delivering engaging safeguarding training to all those working or volunteering in the Diocese using a variety of methods. |

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| **Location:**  Flourish House, Wells, Somerset BA5 1FD |

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| **Reporting to:**  Diocesan Safeguarding Manager |

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| **Hours of Work:**  Part-Time, (18 hours per week) with flexibility expected around working evenings and occasional Saturdays. This is likely to consist of two days working 9am to 5.15pm (At Flourish House, Wells) and one evening (from home) 5pm to 8pm. These will be fixed days agreeable prior to appointment. |

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| **Key Relationships**  The Diocesan Safeguarding Team  Staff within The Diocesan Offices, and particularly Ministry for Mission.  Bishop’s Chaplain  Clergy, Readers and Churchwardens  Parish safeguarding officers  Paid & volunteer children, youth & vulnerable adult workers  Statutory agencies, incl Local Safeguarding Children/ Adults Partnership Boards  National Training Officers  Southwest and National Safeguarding Trainers groups | |
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| **Main Responsibilities**   * To work with the Diocesan Safeguarding Team to plan and deliver training – specifically the National Church of England Safeguarding Training Modules – to all those requiring safeguarding training in the Diocese as indicated in the Church of England Safeguarding Training and Development Practice Guidance and the Diocesan Safeguarding Training Strategy. * To work collaboratively as part of two part time safeguarding trainers with the Diocesan Safeguarding Team to plan and deliver training – specifically the National Church of England Safeguarding Training Modules – to all those requiring safeguarding training in the Diocese as indicated in the Church of England Safeguarding Training and Development Practice Guidance and the Diocesan Safeguarding Training Strategy. * With the assistance of the Safeguarding Co-ordinator make arrangements for training including booking venues, ensuring appropriate facilities including refreshments are available, advertising training, taking bookings, photocopying and making up training packs, purchasing relevant resources. * To annually update the Diocesan Safeguarding Training Strategy so that the team is able to identify and demonstrate the levels of need for training in the Diocese. * To continually review the effectiveness of the training alongside the National Safeguarding Teams Training lead and adapt training to ensure delivery remains engaging and relevant * To adapt the training to suit the audience whilst ensuring the purpose of the training is adhered to * To collate and evaluate feedback on the training and establish an improvement plan which ensures that training feedback in the Diocese remains consistently positive. * With the assistance of the Safeguarding Co-ordinator To keep a record of those that have attended training and identify those people who need training but have not attended, and specifically encourage them to attend. Ensure training certificates are issued. * To cascade train Parish volunteers to deliver the Safeguarding Awareness and Foundation Safeguarding Modules, so that they can facilitate delivery of the online materials to those who do not have access to the online resources; and to support the delivery of the Leadership and specialist courses. * To offer support and mentoring to volunteers who have been cascade trained, and who assist with co-training to ensure that training standards are maintained, and any issues or concerns are addressed. * To liaise with the LSCPB and LSAB Training Managers, (across Somerset, B&NES, and North Somerset) to ensure that any local information, such as thresholds for referral, referral routes, and learning from Serious Case Reviews, is incorporated into the Bath and Wells Training Modules as appropriate. * To attend the National Church of England Safeguarding Conference, National Trainer Information and Training Days, National Working Groups, Southwest Safeguarding Trainers Forum, and other national, local and regional groups as appropriate and as delegated by the Diocesan Safeguarding Manager. * To provide reports to and if requested by the Chair, to attend the Bath and Wells Diocesan Safeguarding Panel. * To work alongside the other members of the Safeguarding Team in being available in the office as required to answer safeguarding queries from parishes, including potentially receiving disclosures from concerned individuals or survivors of abuse, on the telephone or by email, or during breaks in training sessions; to provide office cover for holidays and where this will not interfere with training responsibilities, for sickness. * To participate in the supervision, appraisal and personal development arrangements of the Diocese. * To undertake any other activity within the scope of the Safeguarding team’s work and the experience and skills of the Safeguarding Trainer, as reasonably requested by the Diocesan Safeguarding Manager. | |

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| **PERSON SPECIFICATION:** | | |
| **Key Criteria** | **Essential** | **Desirable** |
| Qualifications and Experience | * Educated to at least A-level or equivalent * Experience of developing and providing high quality training to adults * Ability to differentiate and adapt training style * An understanding of current safeguarding legislation | * Higher level qualification in safeguarding related topic, e.g. health or social care * Knowledge of legal Frameworks relating to safeguarding * Understanding of the culture of the Church of England * Experience of working or volunteering within a safeguarding role. |
| Skills and Abilities | * Able to plan and prioritise work * Excellent communication skills, both written and verbal * Ability to maintain a high level of confidentiality in all situations, particularly those within the sphere of safeguarding * Ability to deliver training * Ability to build good working relationships at all levels * Ability to work on own initiative and as part of a team. * Ability to work collaboratively | * Skills in supporting victims and survivors of abuse and those making disclosures * Ability to take a strategic view and be able to undertake detailed report writing |
| Work-related Personal Qualities | * Access to private transport and ability to travel to meet requirements of the role. * Willingness to work outside normal office hours * Sensitive to pastoral issues | * Commitment to the Mission and Ministry of the Church of England * In sympathy with the Mission and Ministry of the Church of England |

**Main Terms and Conditions**

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| **Hours of Work** | 18 hours per week, including some evening and weekends  Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. (Full time hours are 36 hours per week). |
| **Salary** | £25,708 per annum, pro rata (actual salary for contracted hours £12,854 per annum) |
| **Pension** | The Pension Scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee’s pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| **Holiday** | 25 days per calendar year plus bank holidays.  The holiday year runs from 1 January to 31 December.  Additional discretionary days are given at Christmas and Easter. |
| **Expenses** | All reasonable working expenses will be met at the agreed Diocesan rates. |
| **Probation** | This post will be subject to a probationary period. |
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| **DBS Check** | This role will require an enhanced disclosure and barring service check |

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