



Chelmsford Diocesan Board of Finance Job Description

Job Title:	Safeguarding Case Worker
Reports to:	Head of Safeguarding
Location:	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT
Salary:	£36,225 to £38,850 per annum, subject to qualifications and experience
Hours:	<p>This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working.</p> <p><i>Part-time working may be considered for an exceptional candidate, with a minimum of approximately 28 hours per week with one working day being a Monday.</i></p>

Purpose Statement

The Church of England is committed to promoting a safe environment and culture for children, young people, and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and to attend/complete all required safeguarding training.

Principally, to ensure that the safeguarding of children and adults at risk coming into contact with any of the parishes of the Diocese of Chelmsford through the implementation of the National Safeguarding Team's (NST) Policy and Practice Guidance, working in partnership with statutory agencies and handling safeguarding cases.

Reporting Structure

The line management relationship is with the Head of Safeguarding and Diocesan Safeguarding Adviser in the Manager's absence.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Regularly working with over 100,000 children and young people. Children's and youth work is increasing in many churches, and the church is often engaging with and working with vulnerable adults and others on the margins of society.

Safeguarding is a vital part of the Church's Mission of healing, justice, and hope. As a Diocese, we aim to be a beacon of best practice in safeguarding children and adults at risk. Principally the Diocesan Safeguarding Team (DST) provides a service to parishes with delivering appropriate safeguarding training; offering advice and consultation via the DST 'duty system'; managing allegations against members of the church workforce and ensuring that those who may pose a risk can worship safely in our churches.



Episcopal Areas, Archdeaconries and Deaneries



Principal Accountabilities

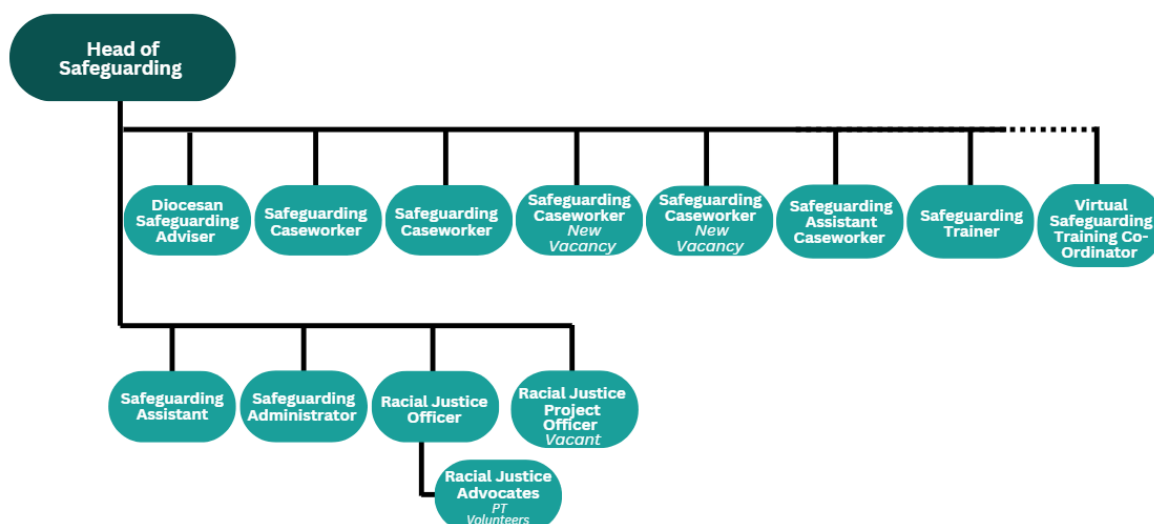
1. To guide and advise parishes on their safeguarding enquiries and referrals.
2. Manage, investigate, lead, and conclude designated cases
3. To maintain up to date records relating to your designated caseload on the church's National Safeguarding Case Management System, and the recording of case supervision.
4. Take accurate minutes of core group meetings / management planning meetings.
5. To form and maintain productive, professional relationships with parishes, especially Parish clergy, Senior clergy, and parish volunteers, particularly the Parish Safeguarding Officers (PSOs).
6. Make appropriate use of supervision to improve the practice of current case work and future safeguarding practice and initiatives.
7. Complete risk evaluations for individuals with disclosures on their Disclosure and Barring Service (DBS) Certificates.



8. Complete risk evaluations for offenders and those who may pose a risk wishing to worship/volunteer at churches within the Diocese.
9. Where appropriate create and monitor Safeguarding Agreements.
10. Ensure pastoral support is arranged for those affected by abuse/safeguarding situations as required.
11. Participate and positively engage in partnership relationships as required – e.g. Essex and Metropolitan Police, 8 Child and Adult local authority Social Care Teams, and other relevant agencies across the Diocese.
12. Be part of the team rota for the safeguarding duty phone which provides urgent advice and consultation to parishes and ensure these are appropriately escalated and followed up on as part of case work if necessary.
13. To maintain an up-to-date understanding of National and Local Safeguarding Policy and Practice for children and adults by attending all necessary courses, internally and externally. Sharing and applying practice knowledge with the Safeguarding team and in own role.
14. Work collaboratively with key stakeholders and undertake other reasonable duties as may be required by the Head of Safeguarding, Chief Executive or Diocesan Bishop.
15. To ensure all personal information is handled in accordance with the requirements of GDPR and with the strictest level of confidentiality.
16. To work within the Church of England National Safeguarding Team Policy & Practice Guidance adopted by the Diocese of Chelmsford and to participate in relevant safeguarding training.
17. To provide support and administrative support for the Safeguarding Department.
18. To deputise and provide cover for other Safeguarding Case Workers.
19. Complete role related and general Diocesan training, as required.
20. Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
21. Work collaboratively with the Safeguarding Department and wider contacts and undertake such other reasonable duties as may be required, including by the Head of Safeguarding and Chief Executive.

The following core principles underpin the Church of England's approach to safeguarding practice :

- *The welfare of the child, young person and vulnerable adult is paramount*
- *Integrity, respect and listening to all*
- *Transparency and openness*
- *Accountability*
- *Collaboration with key statutory authorities and other partners*
- *Use of professional safeguarding advice and support both inside and outside the Church*
- *A commitment to the prevention of abuse*
- *The active management of risk*
- *Promoting a culture of informed vigilance*
- *Regular evaluation to ensure best practice*



Key Stakeholder Contacts

Internal:

- Head of Safeguarding
- Diocesan Safeguarding Team
- Diocesan HR Team
- Bishops, Archdeacons, and Senior Diocesan Staff

External:

- Regional safeguarding Lead from the National Safeguarding Team
- Parish clergy, Licenced Lay Ministers, churchwardens and Parish Safeguarding Officers
- Diocesan Safeguarding Teams in other Anglican Dioceses
- All staff within the National Safeguarding Team
- All Statutory Agencies within the parameters of the Diocese of Chelmsford

Safeguarding Team Structure

Person Specification

Attributes are essential unless otherwise stated

Knowledge & Experience:

- A minimum of two years' experience of safeguarding children and adults in the voluntary or statutory sector.
- Experience in risk evaluation/assessment relating to offenders/offending behaviour.
- Experience of working with volunteers (*desirable*).
- Experience of managing safeguarding situations as part of a caseload.
- Experience and understanding of safeguarding procedures in relation to children and adults.
- Understanding of a trauma informed approach
- Knowledge of local authority safeguarding processes and structures (*desirable*).
- Understanding of the principles of safer recruitment (*desirable*).
- Knowledge of the structure and mission of the Church of England.



- Experience of working in a challenging environment demanding strength of character, resilience and determination.

Skills and Abilities:

- Working knowledge of using IT and the Microsoft Office Suite
- Ability to make effective use of line-management supervision.
- Ability to communicate effectively with a wide range of people/audiences.
- Excellent coordination and organisational skills.
- Ability to meet deadlines.
- Ability to prioritise

Qualifications & Training

- Educated to degree level or equivalent (*desirable*).
- Degree in Social Work or equivalent. (*desirable*).
- Relevant local authority safeguarding children training (completed within the last three years). (*desirable*).
- Relevant local authority safeguarding adults training (completed within the last three years). (*desirable*).
- Relevant local authority domestic abuse training (completed within the last three years). (*desirable*).

Personal Qualities:

- High levels of enthusiasm, self-motivation, and a self-managing attitude.
- High levels of determination and willingness to take on new challenges.
- Collaborative and supportive attitude when working within a team.
- Willing to challenge stereotyping, prejudice, discrimination, and bias.
- Able to use own initiative and take a creative approach.

Other Requirements:

- Clean driving licence, access to a private car with insurance for travel on business purposes.
- To have the ability and be willing to travel across the whole Diocese. (See above mentioned map)
- Ability to work flexibly – including working evenings and weekends by prior agreement, as necessary.
- Having an understanding of the Church of England/[Diocese of Chelmsford](#) and the Christian faith (*desirable*)



Outline of Terms and Conditions

Role	Safeguarding Case Worker
Responsible to	Head of Safeguarding
Salary	£36,225 to £38,850 per annum, subject to experience and qualifications
Hours	Full time – 35 hours per week. Consideration will be given to applicants wishing to work part-time (ideally a minimum of 28 hours per week, including a Monday)
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service) Pro-rata for part-time staff
Probation Period	6 months
Notice Period	After service of one month, but during the probationary period - 1 weeks' notice.
Expenses	Upon successful completion of the probationary period - 1 month Working expenses are paid at the Diocesan rates.
Base	Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role. Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).

Pre-employment Administration

Checks:

The contract is subject to:



- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A Basic DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate (if applicable)

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking