

Appointment of  
**SAFEGUARDING OFFICER**

Safeguarding Service

Closing date – 12 noon Thursday, 11 July 2024

Job Reference Number: 15/24

Responsible to: Safeguarding Service Manager



## About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

## Central Services Committee

Providing the support functions to the Church and to the councils of the Church, the Central Services Committee (CSC) recruits for areas such as Central Properties, Human Resources, IT, Law and Office Management.

Central Services also supports recruitment for the Office of the Assembly Trustees, the Office of the General Assembly and the Faith Action Programme, as well as other committees, to provide support in areas of administration, outreach and strategy.

As staff working in the national offices of the Church of Scotland we aim to provide excellent professional services to support the work of the wider Church and its committees, presbyteries and congregations throughout Scotland, the United Kingdom and across the world.

Our six values, in equal order of importance, are:

Grace - Acting with humility in all our endeavours

Integrity - Acting with honesty, responsibility and accountability

Respect - Valuing others, ensuring inclusiveness and equality

Professionalism - Demonstrating commitment and striving for excellence

Collaboration - Working together to connect and communicate in an open and transparent environment

Innovation - Thinking creatively about building for the future and embracing change

We are committed to each of our six values in all that we do and this informs our attitude to working together.



# OUR VALUES

GRACE  
INTEGRITY  
RESPECT  
PROFESSIONALISM  
COLLABORATION  
INNOVATION

## About the Department

Services provided by the Safeguarding Department -

- Support and guidance on day-to-day safeguarding enquiries
- Responding with advice and instruction to disclosures of harm or abuse.
- Managing those who pose a risk within congregations and establishing Covenant of Responsibilities.
- Developing safeguarding training programmes that meet the particular learning needs of different groups of people in the Church e.g. volunteers, paid workers, Trustees, Safeguarding Coordinators, Ministries Council staff and CrossReach employees.
- Advice and support for the safe recruitment and selection of all paid staff and volunteers. This includes PVG vetting process and compliance.
- Via the Recruitment Sub-Committee (RSC) risk assess potential volunteers and paid staff who have convictions on their PVG Scheme Record.



# Role description

## **Title of Post:**

Safeguarding Officer

## **Responsible to:**

Safeguarding Service Manager

## **Purpose of Post:**

To provide a professional service to congregations, presbyteries, CrossReach and the national offices of the Church of Scotland, in matters relating to safeguarding and the protection of children and vulnerable adults.

## **Main Duties**

- To assess safeguarding and child/adult protection concerns and provide professional advice as appropriate across the whole of the Church ensuring a safe Church for all.
- To adopt an outcome-based approach to practice by ensuring that advice given is implemented and alerting the Service Manager as soon as possible if it is not.
- To work within national legislation, church law, safeguarding policies and procedures, promoting good safeguarding practice at all times and challenging poor practice when needed.
- To assess and manage high risk individuals who pose a risk to children and vulnerable adults in Church communities providing appropriate advice, guidance and ongoing practical support as needed. This includes written risk assessments and plans to reduce risk.
- To ensure that information is shared appropriately with statutory agencies to protect and promote the wellbeing of children and vulnerable adults including contributing to appropriate public protection meetings e.g. MAPPA.
- Ensure timely recording of safeguarding and protection concerns in line with departmental procedures and data protection laws to provide an audit trail of decision making.
- To take responsibility for own professional development by keeping up to date with developments in safeguarding practice, public protection, child and adult development, ensuring an evidence-based approach to practice.
- To deliver safeguarding training programmes as required to congregations, presbyteries, staff of the national offices and CrossReach to raise awareness of Safeguarding, Child and Adult Protection ensuring that everyone knows how to respond in specific circumstances.

## **OTHER DUTIES**

- To contribute fully to the Central Services Committee Performance and Development Review (PDR) process
- Uphold all six Central Services Committee values while carrying out duties
- Any other reasonable duties as directed by management

## Person Specification

As well as been qualified to SCQF level 9 or equivalent in a relevant discipline such as a social work, the successful candidate will also have significant knowledge and experience of working with statutory agencies. They will also have:

- Professional safeguarding experience in relevant sector e.g. social work, police, health or third sector.
- Proven track record in a similar role and ability to operate with in-depth knowledge of safeguarding
- Ability to risk-assess referral information and plan appropriate action
- Sound organisational skills with ability to prioritise and be flexible as required
- Able to influence and contribute to service delivery and development
- Good IT skills especially in use of databases and managing information
- Capacity to make complex safeguarding decisions to protect children or 'adults at risk'
- Able to travel throughout Scotland
- Professional Resilience
- Excellent interpersonal skills with the capability to work well with a wide-range of people influencing, empathising and engaging with them
- Highly developed verbal and written communication skills with an ability to present complex information concisely and clearly
- Ability to work under own initiative and with minimum supervision
- Ability to build up relationships and rapport in a multi-agency environment
- High level of self motivation and creative solutions

It is desirable, however not essential that they will also have:

- Experience and competence in the delivery of safeguarding training courses and sessions
- Knowledge and experience of working with Criminal Justice Services
- Knowledge of Church of Scotland structure

Applications will be assessed in respect of the above criteria.



## Employment Benefits

As a member of staff within the CSC, you will be able to access a number of benefits. All eligible CSC employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

### Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

## Terms and Conditions

- The salary scale for this post is £41,790 - £46,200 per annum pro rata. The successful applicant will start on point 1 of the scale and will progress on an incremental basis on 1 July of each year.
- This is a part-time permanent role, working 22.5 hours per week flexibly Monday to Friday 9am to 5pm. The post-holder will however, be expected to work such hours as are required for the efficient and conscientious discharge of their duties and responsibilities. Including participation in the team duty rota.
- A system of flexi-time applies to this post.
- We have hybrid working and arrangements for this role will be discussed with the successful candidate. The post is based in Edinburgh at the Church Offices in 121 George Street.
- There are 26 days pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 31 days pro rata after five years' service. There are also nine statutory holidays – three of which are floating days.
- The National offices at 121 George Street, will close for the period 25 December reopening on the first working day after the 2 January or if 2 January is on a weekend, the first working day after the substitute public holiday. Staff must use three days of annual leave; or accrued time off in lieu (TOIL); or Flexi-leave; to cover this period.
- The successful applicant will have the opportunity to join a defined contribution pension scheme.
- The preferred candidate for this position will be subject to a Basic Disclosure check carried out by Disclosure Scotland prior to a formal offer of employment being made.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

**For a confidential discussion regarding the role, please contact Deborah Blackhurst, Safeguarding Service Manager [DBlackhurst@churchofscotland.org.uk](mailto:DBlackhurst@churchofscotland.org.uk)**

## How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**



