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Job Application Pack

Safeguarding Case Worker

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**April 2022**

**A key role that will enhance safeguarding support and best practice to enable churches in the Diocese of Bristol to be communities in which all are safe and protected from abuse.**

Thank you for showing an interest in the role of Safeguarding Case Worker within the Safeguarding Team. This is a part time role (14 hours per week), for a minimum of 2 days per week but consideration will be given to working hours to fit around the chosen candidate. This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the Diocese – the Church of England from Bristol to Swindon. Together this year we are seeking to form a new vision; we are ‘Transforming Church. Together.’ You can find out more about this and our priorities at [Diocese of Bristol | Vision & Priorities (anglican.org)](https://www.bristol.anglican.org/visionandpriorities/)

Within the Safeguarding Team you will have a key role in supporting the work of the Diocese of Bristol and the Church of England as a whole in ensuring that our churches are safe and welcoming communities for all.

The safeguarding case worker will undertake this key role alongside another case worker and the Diocesan Safeguarding Adviser ensuring that safeguarding concerns are responded to in accordance with current best practice. You will have substantial professional experience in the safeguarding of adults and children and the ability to analyse complex information and develop supportive relationships with victims and survivors of abuse.

If you would like an informal discussion about the role, please don’t hesitate to contact Adam Bond, Diocesan Safeguarding Adviser on tel. 0117 906 0100.

Thank you for taking the time to consider this opportunity. If this is a role that excites you and you believe that you have the necessary skills, experience and imagination, we would very much like to hear from you and we look forward to receiving your application for this post. Please submit your application on the attached application form and ensure you have also read our Applicant Guidance Notes.

Yours sincerely

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Adam Bond

Diocesan Safeguarding Adviser

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**The Bristol Diocesan Board of Finance (DBF) Ltd**

**Job Description**

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| **JOB TITLE:** | Safeguarding Case Worker |
| **JOB SUMMARY:** | To support the diocese through the delivery of best practice in the response to and management of allegations of abuse and neglect.  To provide support to victims and survivors of abuse. |
| **ACCOUNTABLE TO:** | Diocesan Safeguarding Adviser |
| **TEAM:** | Safeguarding |
| **HOURS:** | 14 hours, over 2 or 3 days per week |
| **SALARY:** | £12,044.80 (based on pro rata £30,112 FTE) |
| **KEY RELATIONSHIPS:** | Diocesan Secretary  Director of People and Safeguarding  Archdeacon of Bristol & Archdeacon of Malmesbury  Director of Ministry Development  PA to the Diocesan Secretary & Safeguarding Co-ordinator  Independent Chair of DSSG  Bishop of Bristol  Bishop’s Chaplain  HR Manager  Safeguarding Caseworker  Safeguarding Training and Development Officer |
| **LOCATION** | The role is primarily based in our Stoke Gifford Office, with occasional working from home and across parishes within the Diocese. |

**MAIN RESPONSIBILITIES**

1. **Risk Assessment, Casework and Support**
   1. Working alongside the Diocesan Safeguarding Adviser and another Safeguarding Caseworker to provide prompt response to requests for advice, information and guidance for church officers who are concerned for the welfare of vulnerable people (children, young people and vulnerable adults).
   2. Undertake risk assessments and oversee implementation of safeguarding agreements for individuals that pose a risk of harm.
   3. Involvement in investigations where an allegation (as per Diocesan Allegations Management Procedure) is made regarding a person in a position of trust.
   4. Attend strategy meetings and case conferences as requested by Statutory Agencies (to include MAPPA/ MARAC/ LADO allegations management meetings). Supporting parish officers to attend such meetings if necessary.
   5. Provide support and advocacy for victims and survivors of church based abuse.
   6. Ensure at all times that appropriate records are maintained, suitable for admission in legal proceedings.
2. **General**
   1. Meet and communicate regularly with the Diocesan Safeguarding Adviser to discuss case management, progress and barriers.
   2. To communicate the support needs of survivors and victims of abuse to the Diocesan Safeguarding Adviser, to enable appropriate support to be offered or providing that support where appropriate.
   3. To attend relevant national Church of England safeguarding events and forums as agreed with the Diocesan Safeguarding Adviser.
   4. To attend the quarterly risk management group which reports to the Diocesan Safeguarding Steering Group.
   5. To assist the Diocesan Safeguarding Adviser in relation to specific work and provide an agreed level of cover during absence of Diocesan Safeguarding Adviser or the other Safeguarding Caseworker.
   6. To follow and implement the safeguarding policies of the Church of England, Diocesan safeguarding policy, procedures and guidance and ensure that all practice is undertaken subject to legal and Government policy and statutory guidance requirements.
   7. To take part in regular supervision and training as identified in partnership with the Diocesan Safeguarding Adviser.

**3. SPECIAL NOTES AND CONDITIONS**

Due to the sensitive nature of the work required, this role requires a female applicant. This is a genuine operational requirement in accordance with the provisions of the Equality Act 2010.

The post holder will be expected:-

* To be fully supportive of the Christian objectives and ethos of the Diocese of Bristol.
* To comply with terms and conditions of service.
* To adopt a flexible approach to changing patterns of work.
* To promote best practice in meeting the requirements of Health and Safety legislation and comply with other relevant statutory legislation.
* To carry out duties in accordance with the Diocese of Bristol policy on equality and diversity.
* To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect.
* To develop oneself and others by making every effort to access development opportunities and contribute effectively by participating in the Diocese of Bristol’s personal development and performance review scheme.
* To be willing and able to undertake travel as required.
* To ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work of the Bristol Diocesan Board of Finance.
* To act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Diocese of Bristol’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training
* To undertake such other tasks as may be reasonably requested by the post-holder’s direct line manager.

**GENERAL NOTES**

This is a description of the job as it is constituted at the effective date shown. It is the practice of the Diocesan Board of Finance to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Board of Finance reserves the right to make changes to your job description following consultation.

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required.

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| **Effective Date**: April 2022 **Revised Date**: NA |

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**Safeguarding Caseworker**

**PERSON SPECIFICATION**

To enable us to shortlist in a fair and unbiased way please provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the specification.

Due to the sensitive nature of the work required, this role requires a female applicant. This is a genuine operational requirement in accordance with the provisions of the Equality Act 2010.

**Essential**

* Educated to degree level or have substantial experience
* Relevant Professional qualification or equivalent (for example: social work; health and allied professions; education; law, police (public protection) etc.) with current professional registration where required
* Level 3 or equivalent (supervisory responsibilities) training in safeguarding children or adult safeguarding with the ability to demonstrate transferable knowledge across the client groups
* IT and good record keeping skills
* Excellent interpersonal and communication skills – written, oral and presentational
* Up to date knowledge of safeguarding guidance and management of cases of concern (where an allegation is made against a person in a position of trust)
* Direct experience of supporting survivors and victims of abuse
* Ability to analyse complex situations and advise appropriately
* A proven ability to develop and sustain relationships at all levels both inside and outside the Church (or organisation)
* Able to identify examples of sub-optimal practice and ensure that necessary improvements are implemented
* Able to maintain the highest standards of confidentiality and work sensitively with all who may be affected by issues of safeguarding
* Able to travel within the Diocese

**Desirable**

* Up-to-date training and experience in child and/or adult safeguarding
* Self-motivated with the ability to work under own initiative and manage own workload
* Detailed current knowledge of national church safeguarding policies and guidance
* Knowledge of church structures
* Experience of working in a non-statutory (third or faith sector organisation ) providing support to survivors and victims of abuse

**People and Safeguarding Team Organisational Chart**

**The Diocesan Board of Finance Team - Support Services**

The Diocese of Bristol is the Church of England across Bristol, South Glos, North Wilts and Swindon. There are 15,000 people worshipping regularly in more than 200 churches, led by hundreds of clergy serving within seven deaneries. Around 15,000 children and young people attend our 72 Church schools, while chaplains serve in institutions across our region.

Rt Revd Vivienne Faull is the Bishop of Bristol who oversees the Diocese. Rt Revd Dr Lee Rayfield is the Suffragan Bishop of Swindon The Bishops work closely with the Archdeacons of Malmesbury and Bristol, the Diocesan Secretary and Diocesan Support Services.

The Diocesan Support Services exist to support our identity, vision and priorities. Based at the Diocesan Office to the north of Bristol and made up of 50 employees and volunteers, we serve ministers, parishes and schools by expressing vision, strengthening relationships, empowering people, maximizing resources and developing structures. We offer training, consultancy, advice in a range of areas, highlight and share best practice across the Diocese and manage different aspects of the life of the Diocese. Come and join a strong and committed team.

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**Summary of Terms and Conditions and Benefits**

**Bristol Diocesan Board of Finance**

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| **Organisational Ethos** | |
| **Location of the Diocese of Bristol** | The Diocese of Bristol is the Church of England across Bristol, South Gloucestershire, Swindon and the villages of North Wiltshire.    The population of over a million is served by 202 churches in 166 parishes with 200 clergy serving within seven deaneries, 115 of them stipendiary and 71 Church schools. In addition, chaplains serve in institutions across our region. |
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| **The Bristol Diocesan Board of Finance (DBF)** | The Bristol Diocesan Board of Finance (often referred to as Bristol DBF or just DBF), is an incorporated, charitable body which is the diocese’s financial executive and the employer of its staff.  Its directors are responsible for employing staff and for managing the assets of the Diocese; and for providing administration and holding property on behalf of Diocesan Synod.  The staff employed by the DBF work in ***support*** of those working with the Parishes, and for this reason they are often referred to as the ***Diocesan*** ***Support Services.*** |
| **Diocesan Synod** | Diocesan Synod is the statutory governing body of the Diocese of Bristol and is responsible for;   * Considering matters concerning the Church of England * Making provision for these matters in relation to the Diocese * Considering and expressing an opinion on matters of religious or public interest * Advising the Bishop on matters on which he/she may consult General Synod * Considers and expresses an opinion on any matters referred to it by the General Synod |
| **The DBF role within Bristol Diocese** | The Diocesan Support Services is made up of circa 50 employees and volunteers whose collective role is to serve ministers, parishes and schools.  We offer training, consultancy, and advice in a range of areas such as Finance, Property, Communications, Education, Safeguarding and HR in accordance with the identity, vision and priorities of the Diocese.  The DBF is also the Home of the Ministry Development Team who support the ongoing vocational discernment, Christian formation and ministerial development for all licensed ministers.  In essence, the role of staff working within the DBF is to highlight and share best practice across the Diocese and manage different aspects of the life of the Diocese. |
| **Our Vision, Purpose and Values** | |  | | --- | | **Our vision**  *Humanity reconciled, creation restored.*    **Our purpose**  *To follow Jesus. To serve others. To transform communities.*    **Our values**   * Openness: we value openness and are loving and open to all * Generosity: we value generosity and receive and give sincerely * Creativity: we value creativity and we cooperate with the work of the Spirit * Bravery: we value bravery – we are courageous with our voices and our actions | |
| **Christian Ethos** | Whilst being a practising Christian is not an essential requirement, DBF employees are expected to be fully supportive of its Christian objectives and ethos. |
| **Working Arrangements** | |

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| **Location** | The large majority of DBF roles are based within Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU.  However staff may be required to work at other sites which are part of the Diocesan establishments on either a permanent, temporary, sessional, full/part-time or rotational basis. This includes the opportunity of working from home as is deemed appropriate by your manager. |
| **Pay Bands** | The Diocese roles are evaluated in accordance with the Hay Evaluation Scheme (Bands 0-7).  The Diocese of Bristol is a Real Living Wage employer and is committed to ensuring that all staff receive as a minimum the Real Living Wage for work they undertake within the Diocese. |
| **Annual Salary review** | Annual salary reviews (with consideration to cost of living increases) are held on 1 July. |
| **Pay Date** | Payable monthly on the 28th of each month by direct credit transfer to your bank account. When the 28th is not a working day, staff will be paid on the preceding working day. |
| **Hours of Work** | Normal office hours - Monday – Friday 9.00am – 5.00pm (with 1 hour lunch beak). Full-time hours equivalent to 35 hours per week  Core Hours for full time employees are 9.30am – 4.00pm |
| **Probationary Period** | A probationary period of 3 months applies to all new employees who are taking up their first employment with the Diocese, whether it is a temporary or permanent contract. |
| **TOIL / Overtime** | There is provision for time off in lieu for necessary out of hours work but no provision for paid overtime. |
| **Expenses** | The Diocese will pay for travel expenses and the reimbursement of any other authorised expenses relating to the job role. |
| **Sick Pay** | First 12 months of employment - 1-month full pay and 1 month half pay. Upon completion of 12 months employment - 3 months full pay and 3 months half pay. Thereafter Statutory pay. |
| **Annual Leave & Bank Holiday** | 28 days of leave are granted for a full year (pro rata for Part time employees) Plus 8 days Bank Holiday. The leave year runs from 1 January – 31 December each year.  Annual leave should normally be taken in the year in which it accrues. If this is not possible, a maximum of 5 days’ entitlement (pro rata for part time staff) can be carried forward into the following year. |
| **Notice Periods** | Notice by the employees - Employment can be terminated by giving one week’s notice during probation and thereafter in accordance with contractual notice (between 4 and 12 weeks dependent on role).  Notice by the DBF - Employment can be terminated during probation by giving one week’s notice and thereafter in accordance with contractual notice arrangements. Normal statutory notice periods apply. |
| **Safeguarding** | The Diocese of Bristol is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the Diocese Allegations Management procedure will be followed, alongside implementation of the Disciplinary Procedure as required. |

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| **Bristol DBF Policies** | |
| **DBF Policies** | The DBF have a whole range of Policies to suit most situations. There are available via the link below, or from the HR Team;  [H:\HR\1. HR Information\Policies and Information\DBF Staff Policies](file:///H:/HR/1.%20HR%20Information/Policies%20and%20Information/DBF%20Staff%20Policies)  Some of the key policies for your employment are outlined below; |
| **Grievance** | The purpose of this policy is to provide a clear and transparent framework to deal with concerns, problems or complaints raised by employees in the course of their employment. |
| **Disciplinary** | The purpose of this policy is to provide a constructive framework for dealing with staff conduct which falls below the expected standard and to ensure that disciplinary action, where necessary, is applied fairly and consistently. |
| **Special Leave (including Emergency Leave)** | This policy sets out the DBF commitment to developing working practices that work work-life balance. Guidance is provided to help staff and managers ascertain what leave provision can be given.  The category of Emergency Leave allows provision for staff to take time away from work to deal with an emergency that could not be foreseen. |
| **Dignity at Work** | The purpose of this policy is to work towards eradicating all forms of harassment and bullying at work (including at work-related events off site – for example, work related social events and business trips) and to support and maintain dignity at work for everybody. |
| **Maternity leave & pay** | This policy sets out the contractual and statutory maternity rights for eligible employees wishing to take maternity leave. It should be read in conjunction with the policy on Shared Parental leave.  Staff who have worked for the DBF continuously for at least 26 weeks up to the ‘qualifying week’ - the 15th week before the expected week of childbirth – are entitled to Statutory Maternity pay (SMP).  Staff who have worked continuously for the DBF for at least one year at the 11th week before the ‘qualifying week’ are entitled to Occupational Maternity Pay. If you qualify for OMP, the payment which you will receive is as follows;   * 90% of your average weekly earnings (before tax) for the first 13 weeks. (Inclusive of 6 weeks’ higher rate and 7 weeks’ lower rate SMP) . * Lower Rate SMP – the current SMP rate can be found at https://www.gov.uk/maternity-pay-leave/pay or 90% of your average weekly earnings (whichever is lower) for the next 26 weeks. |
| **Speaking out (Whistle-blowing)** | The purpose of this policy is to provide a safe mechanism for anyone who works for the DBF to come forward and raise any concerns they have without fear of detriment or reprisal. |
| Learning and Development | |
| **Performance Development & Performance Review** | There is an annual Personal Development and Performance Review (PDPR) supported by reviews at one-to-one meetings and access to appropriate learning and development opportunities. |
| **Study Leave** | The DBF recognises that it has a responsibility, in partnership with staff to encourage and support personal development and training that will help develop the knowledge, skills and aptitudes of staff and consequently improve the effectiveness of the individual and the DBF.  The DBF has an in-house training and events programme that are open to all staff on a range of subjects and differ in length and detail. However, it is recognised that other externally provided courses may be appropriate for some staff from time to time.  Where attendance at a particular training session is relevant for their role, staff should liaise with their line manager regarding support for the cost of the training. |
| **Training and Events** | All staff are required to undertake the ***Essential*** Online Training Modules during their Induction period (first months in post) as instructed by the HR Team.  Other in-house training on a range of subjects (whether in person, via Zoom, or online modules) are available to all staff and are run every few months. There is no charge to staff if they choose to attend these sessions.  Staff will also periodically be asked if they wish to attend Diocesan-wide Events that are being held. As a DBF staff member, you will be entitled to take time off to attend these events, even if they are not directly related to their job role as these help to keep staff connected and informed of the happenings within the Diocese. |
| **Other Benefits** | |
| **Induction and Buddy System** | All new staff are provided with a comprehensive Induction programme which has three elements:   * **The Buddy System**   A buddy system is used to assign an existing member of staff to act as a first point of contact for a new starter while they are settling into their role. The buddy will guide the new staff member through the first few weeks or months on the job, communicating the Diocesan culture and informally sharing information about how things are done.   * **HR – Following Induction Checklist**   You will meet with a member of the HR Team for a short session to ensure all starting paperwork is complete, to guide you through your Terms of Service and provide an overview of the organisation as a whole   * **Line Manager – Following Induction Checklist**   Introduction to members of your team to the immediate department/work location and facilities. The team are there to provide support and answer any questions. |
| **Pension** | Most staff are entered into a contributory group personal pension scheme provided by Standard Life. Employee default contribution 5 % (4% with tax relief) employees are given the option to reduce or increase their rate if they so wish. Employer contribution 10%.  For those staff who have moved across from a role as Incumbent, the Church of England Pension Scheme may continue for eligible members subject to a 5% salary sacrifice. |
| **Life Assurance** | There is Death in Service Benefit  A Life Assurance scheme is provided by Canada Life for death in service. The policy covers employees to the age 65.  Within this cover 6 sessions of bereavement counselling are available, as well as probate advice, not only for staff members but also for those in their household. |
| **Occupational Health** | The Diocese of Bristol works with an Occupational Health provider to complete pre-employment check for all new starters. This is a confidential service and depending on what you have disclosed, you may be asked to undertake a medical examination to ensure that you remain safe whilst in employment.  Staff are able to access the Occupational Health Service as required during their Employment with the DBF, and this can be arranged by contacting the [HR Team.](mailto:jo.stephenson@bristoldiocese.org) |
| **Salary-Sacrifice Schemes** | * Cycle to Work Scheme   Bristol DBF is registered to enable staff to benefit from The Government Cycle to work scheme which permits staff to save 25-39% of the cost of a new bike & accessories whilst also spreading the cost.   * Season Ticket Loans   Loans made to employees to buy season tickets for Bus or Train travel |
| **Professional Body Paid membership** | Where is it an essential requirement of your role that you hold membership with a Professional Body, then the DBF will cover the Annual Membership costs. |
| **Refreshments & Kitchen Facilities** | When working in the Main Office building at Hillside House, there is free Tea, Coffee, Sugar and Milk always available. There is a seating area and access to fridge, toaster, microwaves and dishwasher in the Office kitchen. |
| **Tuck-shop Facilities** | Within the kitchen there is a range of sweets, chocolate, crisps, and biscuits available for a nominal cost. Staff are asked to help themselves and put the payment in an honesty box, the proceeds of which are given to the DBFs nominated charity, |
| **Eyesight Tests** | Reimbursement for eyesight tests are available and contribution towards the purchase of recommended spectacles. |
| **Car and Cycle Parking** | Provision of free car parking / bike shelter facilities at the Diocesan Office.  For those who wishes to shower on their arrival, there is a shower room situated just inside the entrance to the building. |