

SCOTTISH EPISCOPAL CHURCH
SAFEGUARDING SUPPORT OFFICER

JOB DESCRIPTION

The role of the Safeguarding Support Officer is one of responsibility and confidentiality and plays an important role in the Provincial Safeguarding Team in terms of managing risk through the application of the Protection of Vulnerable Groups (PVG) process, supporting the delivery of training and providing assistance across the Safeguarding function.

This is a 2 year fixed term appointment and is based at the Scottish Episcopal Church's General Synod Office (GSO).

Responsible to:

The Assistant Safeguarding Officer and the Head of Safeguarding.

Duties:

- To facilitate and promote the dissemination of information on the protection of Children and/or Vulnerable Adults from abuse and promote the awareness of risk.
- To process PVG Disclosure checks, ensuring quality and standards are maintained.
- To maintain and develop records in respect of all PVG applications.
- To develop, maintain and enhance the knowledge of future PVG processes.
- To provide advice and support to Congregational PVG Co-ordinators and Diocesan Protection Officers in relation to PVG.
- To support Safeguarding audit and assurance processes.
- To be responsible for assessing and self-managing risk within all aspects of the role
- To administer and support Safeguarding training programmes on behalf of the Provincial Safeguarding Team.

A final responsibility is to give secretarial or administrative assistance to other members of the GSO Management Team from time to time as may be needed within the office (including occasional cover for other staff, including cover at the Office reception, during holidays/sick leave etc.) and to carry out any other duties as required by the Secretary General.

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PERSON SPECIFICATION

The candidate for the post will have drive and enthusiasm and be able to work to a significant extent on their own initiative. Particular qualities that are sought in the candidate include:

Qualifications

- Educated to SQA Higher Grade level or equivalent plus relevant administrative/ clerical experience in an office environment.

OR

- Where no formal qualifications exist proven relevant administrative/ clerical experience in an office environment.

Personal Qualities- Essential

- Ability to exercise sound judgement.
- Ability to maintain confidentiality.
- Good communications skills both orally and in written work.
- Ability to develop and maintain good inter-personnel skills.
- Good standard of literacy and numeracy.
- A high level of attention to detail.
- Experience of using Microsoft Office computer applications, especially Excel and Word.
- Flexible/adaptable to meet the demands of the job.
- An understanding of the importance of personal data management and protection.
- A supportive approach to assisting the Scottish Episcopal Church in its mission and ministry and an awareness of its culture as a voluntary organisation.

Special Aptitudes – Desirable

- Experience / awareness of the PVG scheme.
- Experience / awareness of training administration

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Outline Conditions of Service

Full-time – 35 hours per week- 2 year fixed term contract.

1 Contract duration

The post is for a fixed term of 2 years.

2 Salary

The salary will be in the range £24,819 - £28,404 per annum.

3 Holidays

25 working days leave per year and ten statutory holidays. Three days leave require to be taken between Christmas and New Year.

4 Sick Pay Scheme

13 weeks on full salary plus a further 13 weeks at half salary in the first year of service with one further week added for each category for each completed year of service up to a maximum of six months full pay followed by six months half pay.

5 Pension Scheme

Employees are eligible to join a non-contributory defined benefit Pension Scheme which also permits additional voluntary contributions. Contributions to the Pension Scheme are made by the employer (currently at the rate of 32.2% per annum). There is also a Death in Service Benefit.

6 Period of Employment

Following satisfactory completion of a six month probationary period, during which a four week notice period applies (otherwise than in the event of gross misconduct), three months' notice on either side will apply.

7 Retirement

There is no compulsory retirement age applicable to the post.

8 Allowances

Actual expenses incurred while engaged on General Synod business will be reimbursed together with mileage at appropriate rates as approved by the Standing Committee (currently 45 pence per mile).

9 Hours of duty

35 hours per week. Normal full time office hours are from 8.45 to 5.00 pm Monday to Thursday and 8.45 am to 3.45 pm on Friday. There may be occasions when it is not possible to confine working hours to these times and the working week may be longer. No compensatory payment is available unless exceptional circumstances pertain but a flexi-time system operates allowing for some appropriate time off in lieu.

10 Location

The normal place of work is the General Synod Office at 21 Grosvenor Crescent, Edinburgh. It is very close to Haymarket railway station, tram and bus stops. There is a staff car park and it is normally possible to allow staff to bring cars to work.