



DISTRICT SAFEGUARDING OFFICER

Job Description

Post Title:	DISTRICT SAFEGUARDING OFFICER (DSO)
Employer:	North West England Methodist District.
Location:	Home based.
Responsible to:	The DSO will be employed by the North West England Methodist District and will be under the line management of the District Secretary for Administration and Compliance.
Job Purpose and Objectives:	
<p>The District Safeguarding Officer (DSO) will take the lead for the Methodist Church in matters relating to the safeguarding and protection of children and vulnerable adults in the North West England Methodist District. The DSO will be part of a District Safeguarding Team with core responsibilities and other designated lead areas shared across the team.</p> <p>The DSO will work collaboratively with the District Secretary for Administration and Compliance and the District Safeguarding Group in providing leadership for effective safeguarding practice throughout the churches and circuits of the District.</p> <p>This will be achieved through:</p> <ol style="list-style-type: none">1. complying with the policies and strategies of the Methodist Church;2. adhering to legal requirements on matters to do with safeguarding;3. providing advice concerning response to queries;4. undertaking risk assessments in individual cases related to blemished DBS checks and safeguarding concerns5. developing good practice and quality assuring implementation of church policy6. leading effective mandatory and other discretionary safeguarding training programmes7. supporting and advocating for victims and survivors of abuse related to the Methodist church.	



Relationships:

District Secretary for Administration and Compliance (and the District Chair), Members of District Safeguarding Group,
DSO colleagues in the North West England District
Superintendent Ministers, Church and Circuit Safeguarding Officers, Circuit Safeguarding Trainers
Connexional Casework Supervisor and Team, other Regional DSO's
The Learning Network, Warden of the Diaconal Order
Complaints and Discipline Teams
Ecumenical safeguarding colleagues
Adult and children's statutory agencies

Main Responsibilities:

Comply with Policies and Strategies

1. Have a clear understanding of all matters facing Faith Communities as they seek to make their churches a safe place for children and vulnerable adults.
2. Monitor compliance with the Methodist Safeguarding Procedures and report any non-compliance and concerns.
3. Be accessible and available to offer advice and consultation that is timely and appropriate in situations of concern. Ensure advice is consistent with the Church's Safeguarding policy and relevant national legislation. This includes advising on the level of risk and undertaking risk assessments as requested by the Connexional Safeguarding Team or Safeguarding Committee. Many of these interactions may be in person across the District.
4. Maintain accurate records through use of the casework management system of all allegations and concerns in line with Methodist Safeguarding Policy and Trustees for Methodist Church's Purposes (TMCP) guidelines.
5. Serve on the District Safeguarding Group and attend other meetings, as required and directed.
6. Undertake inquiries into blemished DBS checks and any necessary follow up actions and risk assessments reporting to the Connexional Safeguarding Team for decision.
7. Support the Complaints and Discipline Process where there are safeguarding concerns.

Develop Good Practice and Effective Training

8. Keep up-to-date with relevant national legislation in the area served by the Methodist Church in Britain.
9. Ensure that all key circuit and district officers are kept updated on any relevant safeguarding and training matters.
10. Promote good communication and effective information sharing, including a proper understanding of the bounds of confidentiality and GDPR requirements.
11. Coordinate and contribute to the delivery of safeguarding training across the Region, much of which will be face to face sessions. Work in partnership with colleagues in the Learning Network in the delivery of Advanced Module training.



Effective Partnership Working

12. Effective communication and information sharing with

- Churches, circuits and districts
- Relevant departments/members of the Connexional Team
- External statutory and voluntary agencies

Professional standards

13. Be committed to continuing professional development, undertake any necessary training, attend Connexional DSO training and development days (which are frequently in London), also meetings with regional colleagues and service users, which may be in person.
14. Comply with the organisations' supervision and appraisal system.

Management:

- The District Secretary for Administration and Compliance will be the line manager who will monitor and evaluate progress with the DSO on a regular basis.
- The District Safeguarding Group, with the DSO, will determine priorities for the work in line with Connexional requirements.
- Professional casework supervision will be provided through the Connexional Casework Supervisor.



DISTRICT SAFEGUARDING OFFICER

Person Specification

	Essential	Desirable	Assessment Method
Education and Training			
Educated to degree level in social work, health care, police and criminal justice, education services, or equivalent professional qualification, or demonstrated relevant work experience.	X		A + Q
Proven Abilities, Specialist Knowledge and Skills			
Experience, expertise and knowledge in safeguarding case management gained through working with people at risk.	X		A+I
Proven ability to assess complex safeguarding situations and take appropriate action in accordance with Methodist Safeguarding Policy.	X		A+I
Proven ability to undertake and produce safeguarding risk assessments and make appropriate recommendations for managing risk.	X		A+I
Thorough understanding of confidentiality and information sharing pertaining to sensitive situations and vulnerable individuals.	X		A+I
Actions to be taken in response to concerns and allegations in accordance with the GDPR and the Church Data Protection Policy.	X		A+I
An ability to work within the specific context and environment of a faith based organisation.	X		A+I
Proven track record in working in a training/educational role.		X	A+I
Experience of working with volunteers.	X		A+I
Excellent written and oral communication skills.	X		A+I
IT skills: Working knowledge of Microsoft Office packages.	X		A+I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church.	X		A+I
An ability to develop and maintain constructive working relationships both internally and externally.	X		A+I
Professional and positive approach, with a commitment to professional development and self-improvement	X		A+I



Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A+I
An ability to travel around the Region, as required by the role.	X		A+I

Terms and Conditions
To include: <ul style="list-style-type: none">• Be able and willing to work flexible hours, including some evening and weekend work.