**JOB DESCRIPTION**

**Job Title:** Circuit Safeguarding Officer

**Lay Employee in the** Herts and Essex Border Ecumenical Area (HAEBEA) and Chelmsford Methodist Circuit

**Location:** As required, based at Church Offices or employee’s home (to be

discussed and confirmed)

**Responsible to:** The HAEBEA Superintendent Minister

**Responsible for:** No line management responsibility

**Purpose and Objectives:** To ensure that HAEBEA and Chelmsford Methodist Circuit have a robust approach to safeguarding

**Main Responsibilities**

* Ensure all Safeguarding Contracts are reviewed in a timely manner and the monitoring and support groups meet at regular intervals as per the terms and conditions of each contract. To support Ministers in the setting up of monitoring groups/reviews and writing contracts. Assist the District Safeguarding Officer (DSO) with risk assessments as required.
* Ensure and promote the highest level of confidentiality in all issues of safeguarding and all forms of communication
* Be the first point of contact for any safeguarding concerns within HAEBEA and Chelmsford Methodist Circuit and provide expert advice and support, escalating major concerns to the District Safeguarding Officer
* Liaise with Church Safeguarding Officers re their role, encouraging the development of a culture of safeguarding and ensuring their maintenance of records is timely, accurate, confidential and and secure
* Maintain and monitor a DBS spreadsheet re compliance with Safeguarding procedures
* Ensure that Creating Safer Space Foundation Module is available in the Area and Circuit and is completed by the relevant people, participating in the delivery of the training, in person or online, where required
* Ensure that Creating Safer Space Advanced Module training dates are circulated in a timely manner and training is completed by the relevant people, participating in the delivery of training, in person or online where required
* Identify individuals who could be involved in leading Creating Safer Space trainings and ensure that opportunities for ‘Training The Trainers’ are available to them.
* Review safeguarding practice within the Area and Circuit and implement change where required
* Liaise with Circuit Administrators, Area and Circuit Ministers, DSO
* Liaise with outside agencies as required
* Review Ser Recruitment Guidance and implement change where required
* Attend Area and Circuit Meetings and report on work done
* Keep effective records of contacts and work undertaken.
* To undertake any other duties and responsibilities, identified by the Area and Superintendent Ministers as are within your capabilities and level of responsibility, in order to meet the needs of the churches.

**Terms and conditions**

* Terms of appointment: Permanent
* The rate of pay will be £16.00 per hour
* Normal working pattern: 14 hours per week with 8 hours allocated to HAEBEA and 6 hours allocated to Chelmsford Methodist Circuit. Flexible working pattern with some weekend and evening work as required. If required further hours can be worked with prior approval. Time sheet to be submitted once a month. Hours to be reviewed after six months.
* Opportunities for study and for training. Applicants must have completed or be prepared to undertake a “Train the Trainers” course that will enable them to lead the Safeguarding Foundation Module Training . Applicants must also be prepared to deliver Equality, Diversity and Inclusion training.
* All reasonable authorised expenses will be reimbursed and a small allowance given for on-going training. (Note you will be expected to use your vehicle for this job).
* There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain conditions.
* At least one day free of responsibilities each week.
* 5.6 weeks annual leave entitlement per year and statutory holidays (pro rata)
* Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
* Appointment will be subject to references satisfactory to HAEBEA and Chelmsford Methodist Circuit
* Appointment will be subject to the satisfactory completion of a three-month probationary period.

**Management**

The Lay Employee will have a line manager whose responsibilities will be to:

* Become familiar with the work of the Lay Employee.
* Ensure the Lay Employee has access to regular supervision
* Work with the Lay Employee to encourage churches to respond to new challenges and opportunities in mission.
* Determine priorities for the work.
* Prepare a personal development plan with the lay employee.
* Ensure good communications between all ‘stakeholders’ (groups and networks)
* Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
* Act as a “sounding board” to the Lay Employee.
* Conduct an annual Appraisal

There will also be a need to liaise with the District Safeguarding Officer, who may advise on priorities

***April 2024***