

**Job title:** Safeguarding Practice Adviser

**Line Manager:** Safeguarding Service Manager

**Purpose:**

To provide consistent professional safeguarding advice to CSSA stakeholders. The role will contribute to ensuring that the voice and experience of survivors is the learning that permeates every aspect of CSSA policy, practice and culture.

**Responsibilities:**

- To provide an advice and information service based upon broad and deep understanding of safeguarding policy and practice.
- To advise Dioceses and Religious Orders on policy development and operation to ensure the highest level of professional safeguarding practice and consistency across the Catholic Church in England and Wales.
- To develop effective 'trusted adviser' relationships with stakeholders based upon consistency, openness and commitment to best practice.
- To support the Safeguarding Service Manager ensuring the effective implementation and management of national standards, policies, procedures and guidance.
- To ensure that advice is firmly rooted in best practice and compliance with relevant standards.
- To maintain detailed case notes of all interactions with stakeholders.
- To provide briefings and presentations on safeguarding policy and practice to a diverse range of audiences.
- Contribute to data collection and production of performance data for reports and meetings.
- To contribute towards maintenance of a confidential central database, with due regard to GDPR practice.
- Any other related activities that may be required by the Safeguarding Service Manager.

**Person Specification:**

Competency	Criteria	Assessment
Demonstrates broad and deep knowledge and experience of implementing and maintaining effective safeguarding practice in a professional organisation.	<ul style="list-style-type: none"> <li>Provides examples of providing detailed safeguarding advice within a diverse professional environment</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Relevant and up to date safeguarding qualification	<ul style="list-style-type: none"> <li>Provides evidence</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Good written and spoken communication skills	<ul style="list-style-type: none"> <li>Ability to communicate clearly in writing and on the telephone whilst undertaking administrative tasks</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
GCSE Maths and English or equivalent	<ul style="list-style-type: none"> <li>A-C Grade or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> </ul>
Confident Microsoft Office user, particularly MS Word and MS Excel	<ul style="list-style-type: none"> <li>Provides examples of use in an office context</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates commitment to maintaining continuous professional development	<ul style="list-style-type: none"> <li>Demonstrates of the importance of keeping abreast of developments in best practice</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Enthusiasm for work in a busy and committed professional environment with a positive can-do attitude.	<ul style="list-style-type: none"> <li>Provides evidence in CV and Interview</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Demonstrates an ability to deal with the challenging aspects of safeguarding work sensitively and professionally	<ul style="list-style-type: none"> <li>Provides evidence in CV and Interview</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Ability to pay close attention to detail and record data accurately.	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Ability to work calmly and competently under pressure and achieve deadlines	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
Self-motivated and able to prioritise work to achieve deadlines without compromising quality.	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter</li> <li>CV</li> <li>Interview</li> </ul>
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> <li>Provides examples</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>

**Desirable:**

- Experience of working within the Catholic Church and/or charity sector

**Summary of Terms and Conditions**

- Normal place of work is a blend of homeworking and 39 Eccleston Square, London SW1V 1BX
- Normal working hours 0900 - 1700
- Annual leave is 25 days plus Bank Holidays plus 5 allocated days for office closures (pro rata)