

Job title: Safeguarding Training Coordinator

Line Manager: Safeguarding Services Manager

Role Purpose:

To ensure that the safeguarding education and training is provided to increase awareness and understanding of the essential safeguarding culture required across the Catholic Church in England and Wales. 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.

Key Responsibilities:

- To ensure that survivors and victims of abuse receive respect, are listened to, are learned from, individually and collectively as wise consultees.
- To ensure that safeguarding awareness and practice is aligned to the national safeguarding standards, current and emerging policy, legislation and best practice and embedded effectively into the culture of the Church in England and Wales.
- To develop and deliver high quality, needs-led, training and education to continuously develop safeguarding awareness across the Catholic Church in England and Wales.
- To facilitate open and generous communication and sharing of best practice across dioceses, ICLSAL and partner organisations.
- To ensure that the experience and voice of survivors is embedded in training materials, and the delivery of training
- To develop compelling development programmes and training materials aligned to safeguarding best practice
- To deliver safeguarding training and strategy for parish and religious communities and those involved in any ministry to children and adults at risk.
- To deliver consistent safeguarding training for Church leaders and ensure continuous development to embed awareness and understanding of safeguarding issues and best practice
- To ensure that training materials and delivery is aligned to national standards, policy and procedures and that the content complies with contemporary legislation, statutory guidance and generally accepted best practice in the context of safeguarding
- To provide professional advice to a range of stakeholders including Diocesan, ICLSAL safeguarding personnel, and Catholic organisations on policy, procedure, good practice and DBS application processes.
- To alert the CSSA Service Manager and/or CEO of CSSA, to any/all identified issues of risk and recommend immediate remedial steps be taken to reduce risk and improve practice.
- To make recommendations to continuously improve national standards and safeguarding policy, to ensure the CSSA remains at the forefront of implementing safeguarding best practice.
- To develop and maintain good internal and external working relationships with partner organisations and stakeholders around safeguarding including diocesan workers, ICLSAL and Catholic organisations.
- To build constructive and professional relationships with stakeholders across Faith communities, service providers and statutory authorities, ensuring that there is mutual understanding of roles, needs and expectations
- To maintain continuous awareness of the safeguarding legislation, policy, sector developments and quality standards to ensure that CSSA; communicates changes effectively and maintains compliance across the Church
- Maintain professional knowledge and skills through continuous development.
- Any other related activities that may be required by the Service Manager, CSSA
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Essential:

Competency	Criteria	Assessment
Relevant training/qualification and/or experience within a safeguarding compliance and/or enforcement environment.	Demonstrates extensive experience of leading teams engaged in compliance enforcement within relevant safeguarding environments.	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates empathy and engagement with victims and survivors of abuse	<ul style="list-style-type: none"> • Demonstrates an understanding of the need to listen and learn from people's experiences 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Commitment to and a substantial track record delivering operational safeguarding policy and practice training in a national organisation	<ul style="list-style-type: none"> • Demonstrates clear commitment and understanding of need for person centered safeguarding practice combined with a demonstrable track record 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Broad and deep knowledge and experience of working with the Catholic Church in effective partnership with clerical and lay colleagues	<ul style="list-style-type: none"> • Demonstrates understanding of the work of the Catholic Church's mission in England and Wales 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates a strong track record delivering training to a dispersed organisation to develop and implement effective safeguarding policy and practice	<ul style="list-style-type: none"> • Evidence of engaging with relevant organisations • Evidence of delivering effective safeguarding policy 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates broad and deep knowledge of current and emerging safeguarding legislation, policy and practice for children and adults at risk.	<ul style="list-style-type: none"> • Broad and deep understanding of Safeguarding best practice 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Thinks and works systematically and analytically, making and delivering outcome driven policy	<ul style="list-style-type: none"> • Provides examples of positive strategic and tactical outcomes with supporting evidence 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates significant experience of agreeing and achieving performance against budgets	<ul style="list-style-type: none"> • Provides examples of agreeing budget setting timetables and achieving performance against budget 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates a track record of working in partnership with peers and stakeholders to deliver improved policy	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates a collaborative relationship building style with colleagues and stakeholders	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Summarises and communicates information effectively	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview