



DIOCESE of OXFORD

A Christ-like Church for the sake of God's world

JOB TITLE:	Safeguarding Training and Policy Adviser
GRADE:	Band J
CONTRACT TYPE:	1 Year Fixed Term Contract (Maternity Cover)
WORKING HOURS:	1 FTE
DEPARTMENT:	Human Resources and Safeguarding
LINE MANAGER:	Head of Safeguarding
ACCOUNTABLE TO:	Director of People, Diocesan Secretary, and the Independent Safeguarding Panel
RESPONSIBLE FOR:	N/A
LOCATION:	Church House, Langford Locks, Kidlington, OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire, and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies, and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate, and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review.

JOB PURPOSE

In conjunction with the Diocesan Head of Safeguarding, to provide leadership in respect of safeguarding learning across the Diocese so that our communities are supported to become safer and maintain the highest standards of protection for all those who may be vulnerable.

To lead on the development, design, and delivery of the diocesan safeguarding learning pathways, in line with Church of England policy, procedures, and standards.

To support the Diocesan Head of Safeguarding in providing advice to the church bodies on House of Bishops Safeguarding Policy and Practice Guidance and interpreting national policy requirements for the local context.

PRINCIPAL ACCOUNTABILITIES

1	Deliver an appropriate and high-quality programme of safeguarding learning pathways for all those who have a license, permission, or authorisation from a Diocesan Bishop alongside other identified accountable roles within the Diocese in line with the Church of England and Diocesan policy, procedures, and standards.	70%
2	To support the Diocesan Head of Safeguarding in providing advice to church bodies on House of Bishops Safeguarding Policy and Practice Guidance relating to the Safeguarding Learning Pathway	20%
3	To develop and maintain close working relationships with the national and local safeguarding networks in order that the diocesan safeguarding work and training are up to date and in line with new legislation, policy requirements and best practice.	5%
4	To undertake wider agreed tasks that support the work of the department and their own professional development.	5%

DUTIES AND RESPONSIBILITIES

1. Deliver an appropriate and high-quality programme of safeguarding learning pathways for all those who have a license, permission, or authorisation from a Diocesan Bishop alongside other identified accountable roles within the Diocese in line with the Church of England and Diocesan policy, procedures, and standards;

- To develop a good understanding of existing diocesan training provision for officeholders, employees, volunteers, and others, and to develop a strategy for the integration of safeguarding training into that provision by working closely with colleagues in Church House and those in the wider Diocese;
- To ensure the continued implementation of the Safeguarding Learning and Development Practice Guidance;
- To design and develop any localised adaptations required for the safeguarding learning pathways whilst ensuring that module fidelity is maintained;
- To lead on the delivery of training, particularly to clergy and laypeople in licensed and authorised ministries, commissioning training to wider groups where required;
- To support participants throughout their safeguarding learning experience – in terms of accessing the training, additional learning needs, or supporting those who may have been affected by the training content;
- To ensure all pre-session and evaluation work is completed by training participants and that it is reviewed to identify any issues which need to be addressed during the sessions or key themes to be developed in safeguarding training or addressed by the safeguarding team;
- To undertake a safeguarding training needs analysis for the Diocese to inform the diocesan safeguarding training strategy and to organise the annual safeguarding training programme to meet these needs;
- To produce safeguarding training reports for Diocesan teams so they can ensure Church Officers complete their required safeguarding training;
- To ensure that Basic Awareness and Foundation training is accessible to those undertaking and supporting voluntary activity in parishes, which will bring them into contact with children or adults who may be vulnerable;
- To increase the capacity of the Diocese to deliver safeguarding training by developing a network of suitably qualified and experienced volunteer trainers capable of delivering safeguarding learning pathways and running train-the-trainer courses;
- To work with volunteer trainers to deliver the programme of training;
- To supervise and support the volunteer trainers to ensure that training standards are maintained, any issues or concerns are addressed, and opportunities for learning and development are provided;
- To provide safeguarding training updates to parishes across the Diocese and respond to safeguarding training enquiries;
- To respond to requests for specific training, e.g., outreach and partnership projects developed through the Diocese and its parishes. This may include delivery of training or advice regarding training resources and outsourcing;
- To provide safeguarding training reports to the Independent Diocesan Safeguarding Panel and National Safeguarding Team;
- To undertake continual evaluation, review, and monitoring of the training programme and other training materials so that they are kept up to date with new legislation, guidelines, and best practice in safeguarding and training.

2. To support the Diocesan Head of Safeguarding in providing advice to church bodies on House of Bishops Safeguarding Policy and Practice Guidance, which relate to the Safeguarding Learning Pathway

- To raise awareness of House of Bishops Safeguarding Policy and Practice Guidance requirements in

safeguarding learning pathways;

- To support the Diocesan Head of Safeguarding in responding to NST safeguarding policy consultations.

3. To develop and maintain close working relationships with the national and local safeguarding networks in order that the diocesan safeguarding work and training are up to date and in line with new legislation, policy requirements, and best practice;

- To liaise with relevant statutory and third sector agencies to ensure localised safeguarding information can inform or be included within diocesan safeguarding learning pathways;
- To proactively develop collaborative working and link with relevant diocesan personnel, for example, those responsible for children's work, youth work, clergy and lay workers, and clergy HR as well, with colleagues in other dioceses and the national Church;
- To attend national and regional briefings and training provided through the Church of England, where appropriate, to assist with the development and improvement of safeguarding practice for the Diocese.

4. To undertake wider agreed tasks that support the work of the department and their own professional development;

- To attend safeguarding team meetings;
- To support the publication of Promoting a Safer Church;
- To support responding to parish safeguarding enquiries;
- To carry out any other duties and responsibilities as agreed by the line manager;
- To comply and fully cooperate with ODBF health and safety policy;
- To take a proactive approach in their continuous professional and personal development, ensuring their safeguarding knowledge and technical competency remains up to date by embracing learning opportunities;
- To participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies, including:
 - Health and safety
 - Dignity and respect in ministry and at work
 - Equality, diversity, and inclusion
 - GDPR
 - Safeguarding

DIMENSIONS

- Compiles and analyses data for safeguarding training reports
- Delivers approximately 60-100 safeguarding courses per annum
- Provides safeguarding training, in-person and online, to over 1400 participants per year plus e-Learning safeguarding training.
- Supervise a team of 20 volunteer safeguarding trainers in their provision of the safeguarding learning pathways.

PLANNING & ORGANISATION

- Plans the annual training programme in conjunction with all other commitments within the safeguarding area, ensuring compliance with the national church expectations and deadlines.
- Assists the Diocesan Head of Safeguarding in responding to requests from Bishops, Archdeacons, staff, and parishes for advice, training, and briefing about issues relating to safeguarding.
- Assists the Diocesan Head of Safeguarding with monitoring the work of safeguarding across the Diocese.
- Regularly updates training materials in line with national standards, liaising with the safeguarding

administrator to update all supporting documents.

- Uses monitoring and evaluation tools to assess the performance of safeguarding courses to aid future improvements.

DECISIONS

- Responds to safeguarding issues and queries raised on courses, deciding when to escalate to a safeguarding referral.
- Undertaking continual evaluation, reviews, and monitors the training programme and other training materials so that they are kept up to date with new legislation, guidelines, and best practice in safeguarding.
- Appoints paid or volunteer trainers.
- Prioritises own work across the range of principal accountabilities.
- Decides when safeguarding policy queries need to be escalated to the Diocesan Head of Safeguarding or NST.

CONTACT WITH OTHERS

Internal:

- Bishop's Staff
- Diocesan Secretary
- The Independent Chair of the Diocesan Safeguarding Advisory Panel
- Director of Communications
- Members of the Diocesan Safeguarding Advisory Panel
- Discipleship Enablers
- Members of the Human Resources Department
- Clergy & Lay officeholders across the Diocese

External:

- Local Children's Safeguarding Boards
- Local children's services
- Other Dioceses' staff working in the area of safeguarding
- National Church representatives
- The Church of England Safeguarding Network through attending the national meeting
- Members of the public
- Other trainers
- Parish representatives

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

Qualifications:

- Relevant professional training or safeguarding qualification or equivalent experience in training coordination and delivery.

Experience

- Proven experience in effectively leading and delivering training events
- Experience in liaising with multi-professional agencies at a variety of levels

Skills and Attitude

- Excellent presentation and training skills
- Good interpersonal and communication skills, both verbally and written
- A proven ability to develop and sustain collaborative professional relationships at all levels both inside and outside the church
- Able to analyse complex situations and advise appropriately
- Able to maintain the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding
- IT competent including familiarity with Outlook, Word, Excel, and PowerPoint
- Excellent organisational skills with the ability to use own initiative and be self-directing
- Ability to travel independently across the Diocese including rural areas
- Willing to work flexible hours
- Be in sympathy with the aims of the Church of England

Desirable

Qualifications

- Professional training qualification

Knowledge

- A working knowledge and understanding of Diocesan structures
- Familiar with the national church safeguarding policies
- Ability to relate Christian theology to safeguarding matters

Experience

- A background in social work
- Experience in developing a training strategy and delivering training to a high level to a range of audiences
- Experience of working with volunteers in a church setting

GENERAL INFORMATION

Band	Salary Band J
Remuneration	<p>Salary - £45,378 per annum or pro rata for any part thereof</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>37 hours per week (1 FTE) to be worked on agreed days between Monday to Friday</p> <p>The nature of the work will involve the post-holder carrying out work outside of normal working hours. The employee is expected to show flexibility for some events in the evenings or weekends.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, with travel for training and other events across the Diocese and to national venues.
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the 5th year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be found on the Church of England website: https://www.churchofengland.org/sites/default/files/2025-01/my-membership-january-2025.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions by reducing your tax and national insurance payments.</p>
Probation period	Three months, during which time progress is regularly reviewed, and the period may be extended
Notice period	Three months from either side or the statutory minimum (whichever is greater).

Circumstances	<ul style="list-style-type: none"> • Occasional travel within the Diocese of Oxford (Oxfordshire, Buckinghamshire, and Berkshire) • Occasional travel to national and regional training and networking events • May be required to work evenings and weekends, occasional overnight stays in relation to training • The post holder must have an enhanced DBS certificate
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NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: As part of the annual review process

Signed: _____

Dated: ____ / ____ / 2025