

Volunteer Safeguarding Trainer Role Description & Person Specification

The Oxford Diocesan Board of Finance (ODBF) is committed to promoting a safe environment and culture for everyone.

The individual appointed to this volunteer role must be committed to our Christian vision, ethos and principles that underpin all that we do. 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 our diocese at oxford.anglican.org/who-we-are/our-vision-and-values/.

Main purpose of the role

Safeguarding learning supports all those who have a role within the Diocese of Oxford to implement best safeguarding practice and to effectively recognise and respond to safeguarding situations.

Volunteer safeguarding trainers play a vital part in this, sharing their skills, time and talents to facilitate safeguarding learning opportunities for church officers and parishes.

Volunteer Trainers support the Diocese of Oxford to work in line with The Church of England [*Safeguarding Learning and Development Framework \(2024\)*](#).

Responsibilities - what will you be doing?

- Use the Diocese of Oxford training materials to deliver Core and Specialist safeguarding learning pathways.
- Travel to training locations across the Diocese of Oxford or deliver safeguarding learning over Zoom.
- Support participants in learning and developing the skills and knowledge to create a safer church.
- Keep records of all safeguarding training delivered and submit Attendance Form and Evaluation Forms to the Training Adviser.
- Maintain good communication with the Training Adviser in order to review safeguarding training, discuss potential challenges or concerns and apply feedback and advice.
- Participate in train-the-trainer sessions and volunteer training meetings, in order to keep safeguarding knowledge and trainer skills up to date.

Key Working Relationships

Responsible to:

Safeguarding Training & Policy Adviser

Other key relationships:

- DBS & Safeguarding Training Administrator
- Diocesan Safeguarding Officer & Area Safeguarding Advisers
- Volunteer Safeguarding Training Team

Location and hours - when and where you will be doing it?

Hours would be dependent on the level of involvement of the volunteer, in terms of the number of learning pathways they deliver and will fluctuate. Approx 5 hours per month.

In-person safeguarding learning may be at locations across the Diocese.

Online safeguarding learning would be home-based.

Support you will be given

- An induction into your role
- A 'settling in' or 'trial' period
- Ongoing support, accountability, oversight and supervision
- Train-the-trainer sessions and trainer team meetings

General Information

- This is a volunteer role for which expenses will be paid.

Person Specification - Knowledge, Skills and Experience

We are looking for volunteers with the following knowledge, skills, experience and personal attributes that a person needs to carry out the above role.

Essential

- Is a qualified trainer or is experienced in facilitating training
- Understands why safeguarding is important to the Church and is able to speak passionately about safeguarding
- High quality communication and presentation skills
- Confident at managing group dynamics
- Effective listening skills
- Confident in dealing with emotional and personal contributions from participants as well as managing the time and learning points effectively
- Strong organisation and timekeeping skills
- Comfortable using Microsoft Office, the internet and email
- Prepared to learn, develop and undertake training
- Ability to volunteer on evenings and weekends
- Approachable for participants to feel comfortable raising questions or concerns
- Reliable

Desirable

- Experience of undertaking a safeguarding related role
- Previous contact with children or vulnerable adults
- Willing to travel to training venues across the Diocese of Oxford
- Experience of using Zoom to deliver learning or hold meetings