

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity.

Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching, and mission of the Catholic Church. This includes:

Respect for the Inherent Dignity of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



SAFEGUARDING OFFICE

ROLE PROFILE: PARISH SAFEGUARDING SUPPORT OFFICER	
Reporting and Accountable to:	DIRECTOR for SAFEGUARDING
Responsible for:	<p>The role of the Parish Safeguarding Support Officer is to engage with the all the Parishes in the developing Pathways to the Future diocesan structure. Working closely with the Safeguarding Committees in promoting a culture of safeguarding in the life of the Parish.</p> <p>The Parish Safeguarding Support Officer is a member of the Down and Connor Safeguarding Team, and is the safeguarding link with parishes, and will support them in working to and complying with A Safe and Welcoming Church, Safeguarding Children Policy and Standards for the Catholic Church in Ireland, 2024</p>
Key Performance Measures:	
<ul style="list-style-type: none">- Feedback from the Diocesan Safeguarding Committees/ Safeguarding Team/ Pastoral Communities/ Priests, and 3rd party providers;- Professionalism and helpfulness in dealing with others, both internally and externally;- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;- Maintaining a professional approach to work at all times;- Projecting a professional and reputable image for the Safeguarding Office, at all times.	
Detailed Responsibilities of this Role:	
<p>In fulfilling this role, the job holder undertakes the following activities:</p> <ul style="list-style-type: none">- Support Parishes through their Safeguarding Committees in working to, and complying with Standard 1- Creating and Maintaining Safe Environments;- Act as lead officer responsible for the roll out and management of the Annual Parish Self Audit, and assist Parishes with completion, where required, to ensure accuracy of information submitted to meet deadlines;- Ensure the Annual Self Audit is current, relevant, and meets the standards as required by the National Board for Safeguarding Children in the Catholic Church (NBSCCCI);- Assist with the dissemination of information obtained from the Annual Self-Audit, and support the Safeguarding Committee Chairs with implementation, where required;	

- Develop Parish and local specific responses to the issues identified through the Self Audit;
- Work closely with the **Diocesan Training/Parish Development Officer** in work with Parishes and Pastoral Communities;
- Assist with the identification of the training needs of Safeguarding Committees, to ensure compliance with National Standards and Guidance produced by the National Board for Safeguarding Children in the Catholic Church (NBSCCCI);
- Provide support for the work of the Safeguarding Office in the delivery of best practice at Parish and local level;
- Provide advice, guidance, and support to the Safeguarding Committees in the delivery of their role and function;
- Assist with Identifying the needs of the Safeguarding Committee Chairs, in providing a safeguarding service to their pastoral communities;
- Where required, assist Parish Priests and key parish volunteers in the development and establishment of functioning Safeguarding Committees in what particular arrangements are in place at a local level i.e., individual Parish, identified groups of Parishes or Families of Parishes;
- Work as part of the Safeguarding team, to ensure a standardised approach to the roll out of safeguarding practice throughout the Diocese;
- Input into agendas and initiatives to be shared with Safeguarding Committee Chairs;
- Arrange and facilitate, on a regular basis (minimum twice per year), meetings of the Parish Safeguarding Committee Chairpersons within each Pastoral Community.
- Attend Diocesan Safeguarding Committee Meetings, to apprise the Committee of the work of the Parish Safeguarding Committees and provide the Committee with a grass roots approach to safeguarding within Parishes.

GENERAL:

- Act in a professional and appropriate manner at all times, and actively promote the ethos of the Diocese of Down and Connor;
- Ensure that appropriate and respectful attire is worn at all times when undertaking the required duties within the role;
- Adhere to the policies and procedures of the Safeguarding Office, the Diocese of Down and Connor, and all relevant statutory bodies, regulations, and requirements;
- Maintain confidentiality on matters relating to the Diocese of Down & Connor at all times.
- **Uphold the Safeguarding Children Policy and 3 Standards, with the associated suites of Guidance in practice and behaviour.**

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post, and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Safeguarding Office.

PARISH SAFEGUARDING SUPPORT OFFICER

PERSON SPECIFICATION

	ESSENTIAL CRITERIA:
QUALIFICATIONS/ KNOWLEDGE & EXPERIENCE/ ABILITIES:	<ol style="list-style-type: none"> 1. Work based experience of safeguarding and a good understanding of safeguarding within the Catholic Church; 2. Experience of supporting Volunteers; 3. Training delivery skills; 4. Excellent working knowledge and experience in the use of Microsoft Office and databases and understanding of IT; 5. Exceptional time management/organisational skills with the ability to multitask and meet tight deadlines; 6. Excellent written and oral communication skills; 7. Ability to adhere to the principles of confidentiality; 8. Ability to work autonomously as well as part of a team; 9. A level of confidence that will enable you to communicate at all levels; 10. A full driving licence and car /OR access to a form of transport which would enable you to fulfil the requirements of the post. 11. A clear commitment to the work and mission of the Diocese of Down and Connor.
COMPETENCIES:	<ul style="list-style-type: none"> - Ability to work under pressure to meet deadlines; - Ability to identify needs and go one step ahead; - Thorough attention to details; - Ability to contribute as part of a team as well as working autonomously, whilst maintaining discretion and confidentiality at all times; - Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone; - Ability to work methodically and consistently; - Flexibility in working hours.
LOCATION:	SAFEGUARDING OFFICE, 120 Cliftonville Road, Belfast, BT14 6LA
HOURS of WORK:	3 days [21 hours] per week. Work pattern to be agreed with the Director for Safeguarding. This role requires a blend of working within the Safeguarding Office and Parish onsite visits, to support our Parish Safeguarding Committees and Pastoral Communities, which will include evening work as required.
REMUNERATION:	Will be considered within the range of £18,000 to £19,500 gross per annum, commensurate upon experience.
MILEAGE:	45p per mile
BUSINESS MOBILE PHONE:	For work purposes only
ANNUAL LEAVE	32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees]