

Thank you for expressing an interest in our **Circuit Safeguarding Manager** vacancy, offered via a part-time permanent contract. We seek to appoint at the earliest opportunity.

About the role: The Safeguarding Manager will promote the safety and well-being of all children and vulnerable adults throughout the Circuit.

With demonstrable professional experience in Safeguarding, the Safeguarding Manager will work collaboratively with a number of internal and external stakeholders to provide a professional support and guidance service in this area to Circuit and Church ministers, staff, office holders and volunteers.

Faith: A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Next steps: For an application form, or for an informal discussion about the role before making an application, please contact David Dixon by email at anthonydaviddixon@btinternet.com

Send your completed application form by email, before midday on the closing date, to anthonydaviddixon@btinternet.com

Anticipated timeline:

1. Closing date:	16 th September 2024
2. Interview date:	w/c 7 th October 2024
3. Anticipated start:	November

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.

Please find on the following pages a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch by email at anthonydaviddixon@btinternet.com

Kind regards,

David Dixon
Circuit Steward

Job Title:	Safeguarding Manager.
Lay Employee in:	West Durham Methodist Circuit.
Employed by:	West Durham Methodist Circuit.
Location:	The successful applicant will predominantly be based at home with a requirement to travel to sites within the West Durham Circuit.
Responsible to:	The Safeguarding Manager will be appointed a Line Manager who in this instance will be the Superintendent Minister.
Key relationships: (Internal)	<ul style="list-style-type: none">- Superintendent Minister- Ministers- Circuit Leadership Team, Church Stewards, and Office Holders- Church Safeguarding Officers- Circuit and Church Staff, and Volunteers
Key relationships: (External)	<ul style="list-style-type: none">- District and Connexional Safeguarding Officers.- Local Ecumenical Partners and their Safeguarding reps.- Statutory agencies and regulatory bodies.
Purpose of the role:	<ol style="list-style-type: none">(1) To lead on the provision and delivery of a professional and effective Safeguarding service across the Circuit.(2) To act as Circuit Safeguarding Officer.

Although the Duties of the Job Description below look extensive for a post of 10 hours per week, they are written to indicate the breadth of the job. The appointee will not be expected to accomplish all main duties in the allocated time, each week.

Key Responsibilities:

- Provide as and when needed professional advice and support to the Circuit Superintendent Minister and the Circuit Stewards in all Safeguarding matters.
- Support the Superintendent Minister and other Ministers with regards to Safeguarding concerns including as appropriate referral to statutory agencies and the Regional Safeguarding Officer (RSO), as required by Methodist Church Safeguarding Policy, Procedures and Guidance.
- Support the Superintendent Minister in respect of appraising the Circuit Safeguarding Policy on at least an annual basis.
- Assist the RSO with the setting up of Monitoring and Support Groups for those subject to active Safeguarding Contracts, reminding the chairs of groups when reviews are due.
- Oversee and deliver timely Creating Safer Spaces Foundation Module Training and other appropriate training, in liaison with the Church Safeguarding Officers and accredited Circuit Trainers ensuring that:
 - Records, including attendance dates, are maintained of those who have undertaken Foundation Module Methodist Safeguarding Training.
 - Appropriate level training is offered to those working with children and vulnerable adults, holding an office of responsibility, or who are in other applicable roles as defined in Appendix III of the Methodist Church Safeguarding Policy, Procedures and Guidance.
- Ensure that there are sufficient active accredited trainers for the delivery of the Safeguarding Foundation Module Training within the Circuit.
- Make appropriate arrangements for the secure storage, retention, and appropriate sharing of Safeguarding information held by the Circuit.
- Attend and actively participate in Church, Circuit, District and Connexional safeguarding training, events and meetings as requested to do so.
- Promote and encourage active engagement with the Circuit Safeguarding Policy, providing relevant training and support to Churches as required.

- Advise and encourage all Churches within the Circuit to adopt a Safer Recruitment Policy and to carry out all of the necessary procedures when appointing volunteers or staff.
- Provide targeted support to individual churches when identified.
- Liaise with individual Church Safeguarding Officers to offer guidance and to check that they are complying with Methodist Church Safeguarding Policies, Procedures and Guidance. (Ensuring at least one meeting annually with each Church Safeguarding Officer.)
- Work collaboratively with local ecumenical partners and their safeguarding representatives.
- Report an overview of issues and concerns around Safeguarding to the CLT on a regular basis and to the Circuit Meeting as appropriate.
- To attend other relevant meetings across the Circuit as necessary.

DBS Disclosures

- Undertake DBS verifications on behalf the Circuit.
- Retain a record of the names of those within the circuit who have DBS checks.
- Provide reminders to Church Safeguarding Officers about the need to apply, or reapply, for DBS checks in accordance with current Methodist Church policy.

General

- Establish and maintain an up to date understanding of the safeguarding and compliance regulations relevant to current Circuit activities in line with Methodist Church policy.
- Work closely with the Circuit Leadership Team to ensure that all necessary tasks are completed, ensuring the safety of children and vulnerable adults is not compromised.

Other Duties:

- Any other duties identified by the Line Manager within the capabilities and level of responsibility of the post holder which enhance and develop the needs of the West Durham Methodist Circuit.

Summary of terms and conditions:

Contract type:	Part time, Permanent.
Working hours:	10 hours per week.
Working pattern:	Flexible working required, in agreement with the Line Manager. To fulfil the role, it is recognised that there will be from time to time the necessity for an irregular working pattern including some evening and weekend working.
Rate of pay:	£15 per hour (£7800 actual salary).
Location:	Home based with a requirement to travel to sites within the West Durham Circuit.
Annual leave:	Annual leave for a full-time employee working a 37-hour week is 33-days, inclusive of public holidays. This is calculated pro-rata to a part-time employee.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions
Probationary period:	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
Training:	We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD). At the request of your Line Manager there may on occasion be a need to attend further training relevant to the role and the requirements of the Circuit and wider Methodist Church. This will be undertaken in contracted hours or recorded as time off in lieu (TOIL).

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	Essential	Desirable	Method of Assessment
Education and Training			
Relevant professional training in a relevant field (i.e., Education, Social Work, Health, Psychology, Probation, Police.)		Yes	A, I
Relevant professional qualification in a relevant field (i.e., Education, Social Work, Health, Psychology, Probation, Police.)		Yes	A, I, Q
Skills and Experience			
Expertise in and with a strong and relevant working knowledge in child and/or adult Safeguarding.	Yes		A, I, P
Proficient in the use of Microsoft packages.	Yes		A, I
Qualities or Aptitudes			
Able to exercise discretion and work within appropriate confidences.	Yes		A, I
Able to be professional, approachable, and sensitive.	Yes		A, I
Able to effectively organise and prioritise workloads, working pro-actively and with self-motivation when without direct supervision and, when necessary, able to adapt and contribute to a wider team.	Yes		A, I
Able to communicate with confidence in-person, using remote meeting technology, by email and on the telephone.	Yes		A, I
Any Other Requirements			
An understanding of the structure and the workings of the Methodist Church, or a willingness and a commitment to learn.	Yes		I
To be able to demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of life	Yes		I
To commit to promote good practice in all conversations and communications around Safeguarding, in line with continuously evolving Methodist Policy and Practice.	Yes		I
To commit to continue one's own professional development and to undertake all relevant training where it is identified necessary by your Line Manager at the earliest opportunity.	Yes		I
To be able to travel without restriction across the geography of West Durham Methodist Circuit as necessary for the purposes of the post. On occasion this may involve attending evening meetings.	Yes		A, I
A satisfactory disclosure from an enhanced check by the Disclosure & Barring Service (DBS).	Yes		DBS DBS

A: Application form I: Interview P: Presentation G: Group Exercise Q: Qualification

Disability:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview.

Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact hr@darlingtonmethodistdistrict.org.uk

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us but this will depend on the type of job that you have applied for and the nature of the conviction.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services.

Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.