**Blackburn Diocesan Board of Finance Ltd**

**Job Description**

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| **Job Title:**  **Salary:**  **Hours:**  **Location:**  **Responsible to:** | Safeguarding Case Worker  £21,478.50 per annum (£35,797.50 FTE)  21 per week  Clayton House, Walker Office Park, Blackburn BB1 2QE  Diocesan Safeguarding Officer |

**The Diocese of Blackburn**

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

We are looking for a person who can apply good safeguarding practice in a way that delivers positive outcomes for children and adults. You will need a relevant professional qualification, substantial practitioner experience. It’s essential that you have up to date knowledge of safeguarding guidance and the management of cases of concern. If you are a team player and passionate about safeguarding, then we would love to hear from you!

The Safeguarding Case Worker will support the Church of England’s commitment to creating a safer environment by managing safeguarding concerns, conducting risk assessments, and ensuring that appropriate safeguarding measures are in place. The role involves working closely with clergy, church leaders, survivors, statutory agencies, and other safeguarding professionals to promote best practices in safeguarding children, young people, and vulnerable adults.

Our Diocesan Safeguarding Team is key in delivering on this commitment. Each parish is run by its own Parochial Church Council (PCC), and we provide safeguarding advice and guidance, and safeguarding resources and training to support them. We are currently seeking to grow and develop the diocese safeguarding function, with an opportunity for an experienced and motivated professional to help shape and deliver our work in this new role.

The Safeguarding team currently comprises three safeguarding professionals. A safeguarding Training Officer, a Diocesan Safeguarding Officer and an Assistant Diocesan Safeguarding Officer. The team is also supported by a Safeguarding Administrator. We are supplementing the team with this dedicated case worker role. The team is based at our diocesan office, located at Walker Office Park. Led by the Diocesan Secretary / Chief Executive. The safeguarding team works alongside other teams that provide a range services in support of the mission and ministry of our clergy, churches, parishes and schools. This includes education, training, property, finance, HR and communications.

**Key responsibilities**

Case Management:

* Manage safeguarding cases, ensuring that concerns are recorded, investigated, and resolved in line with Church of England safeguarding policies.
* Provide advice and guidance to clergy, diocesan staff, and volunteers on safeguarding procedures.
* Liaise with statutory agencies (such as social services and the police) regarding safeguarding concerns.
* Attend core group meetings in connection with case work as and when required.

Risk Assessment & Safeguarding Agreements:

* Conduct and contribute to risk assessments regarding individuals who pose a safeguarding risk.
* Implement and monitor safeguarding agreements with individuals where concerns exist.

Support for Survivors & Victims:

* Provide pastoral support to survivors and victims of abuse, ensuring they receive appropriate care and referrals to specialist services.

Record Keeping & Reporting:

* Maintain accurate, confidential records of safeguarding concerns and actions taken.

Policy & Compliance:

* Ensure compliance with national safeguarding policies and procedures within the Church of England.
* Keep up to date with legislative changes and best practices in safeguarding.

**Key relationships**

**Internal Relationships**

**Diocesan Safeguarding Officer (DSO) – Work closely with the DSO to manage cases and implement safeguarding policies.**

**Parish Safeguarding Officers (PSOs)** – Support and advise PSOs in local churches to ensure effective responses to safeguarding concerns, and safeguarding measures are in place.

**Parish Staff and Volunteers** – Offer guidance and support to church employees and volunteers who work with children and vulnerable adults

**Clergy - Provide** safeguarding advice and support to clergy and other church officers and leaders.

**Dioceses and National Safeguarding Team** - Collaborate with other safeguarding professionals within Blackburn, other dioceses or in the National Safeguarding Team.

**External Relationships**

**Statutory Agencies (Local Authorities, Social Services, Police, Probation Services)** – Liaise with agencies on safeguarding concerns, referrals, and case management.

**Survivors and Victims of Abuse** – Provide pastoral support and signposting to specialist services.

**Independent Support Services (e.g., NSPCC, survivor advocacy organisations)** – Collaborate with external support services to enhance survivor care and safeguarding initiatives.

**Person Specification**

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| **Criteria** | **Essential / Desirable** | **Criteria Assessed by Appl/Int/Refs** |
| **Qualifications, training and experience** | | |
| * A relevant professional qualification to degree level in a relevant area of study e.g. social work, safeguarding and child protection or youth work. * Level 3 or above safeguarding training. * A minimum of 5 years’ experience in safeguarding casework, preferably in a church, charity, social work, or law enforcement setting. * Understanding of safeguarding legislation, policies, and procedures (e.g., Working Together to Safeguard Children, the Care Act). * Experience working with survivors of abuse and individuals who pose a safeguarding risk. * Knowledge of the Church of England’s structures and safeguarding framework | Essential  Desirable  Essential  Essential  Desirable  Desirable | Appl  Appl  Appl/Int  Appl/Int  Appl  Appl |
| **Knowledge and Skills** | | |
| * Strong understanding of safeguarding principles and best practices. * Ability to assess and manage risk effectively. * Excellent interpersonal and communication skills, including the ability to handle sensitive situations with empathy and professionalism. * Ability to work collaboratively with clergy, church leaders, statutory agencies, and external organisations. * Strong report-writing and record-keeping skills. | Essential  Essential  Essential  Essential  Essential | Appl  Appl  Appl/Int  Appl/Int  Appl |
| **Attributes** | | |
| * A commitment to promoting a culture of safeguarding within the Church. * Emotional resilience and the ability to manage distressing and complex cases. * Integrity, discretion, and the ability to handle confidential information appropriately. * Ability to work sensitively and effectively within a faith-based environment, respecting different beliefs and traditions. * Strong commitment to equality, diversity, and inclusion in safeguarding practices. | Essential  Essential  Essential  Essential  Essential | Int  Int  Appl  Int  Appl |
| **Personal Qualities** | | |
| * Able to maintain professional boundaries while showing compassion and understanding. * Sensitive to the needs of survivors of abuse, offering support with understanding and care. * Able to communicate with people from diverse backgrounds, including those in distress or crisis. * Able to handle difficult conversations and manage emotionally demanding situations. * Maintains calmness and clarity under pressure. * Uses self-care strategies and seeks supervision or support when needed. * Passionate about ensuring safeguarding best practice within the Church. | Essential  Essential  Essential  Essential  Essential  Essential  Essential | Int  Int  Int  Int  Int  Int  Appl |

**Outline of Terms and Conditions**

**Employer**: Blackburn Diocesan Board of Finance

**Contract type:** Permanent

**Salary:**  £21,478.50 per annum

**Hours**: This is a part-time role based on a 21 hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

**Location**: The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

**Pension:** The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

**Annual leave**: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year.  This is pro rata for part time employees.  The holiday year runs from 1 January to 31 December.

**Probationary period**: The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period 4-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks’ notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Employee Assistance Programme:** Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

**Benefits:** [Additional benefits included.](https://sway.cloud.microsoft/O0GG3sacdakUfIxM?ref=Link)

**Right to work**: The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and may be required to have a disclosure and barring service check.**

**Job Description Agreement**

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| Recruitment Manager’s signature |  | Date |  |
| HR Manager’s signature |  | Date |  |

**Preparation of Job Description**

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| --- | --- | --- |
| Author of Job Description | Catherine Smith | |
| Date signed off |  | Version |