Volunteer Trainer

Diocese of Blackburn

Role Description

**Hours:** 3 Hours once a month

**Safeguarding Team**: The Diocese of Blackburn has a Safeguarding team that consists of a Diocesan Safeguarding Advisor (DSA), who leads the team, an assistant DSA, A Training Officer, and an Administrator. The Volunteer Trainers provide support to the Training Officer.

**Location:** The Safeguarding Team is based at the Diocesan Office, Clayton House, Blackburn. Volunteer Trainers are required to support the Training Officer across the diocese but can do so locally where that is most convenient for them.

**Responsible to**: The Training Officer, who will act as the co-ordinator of the Training Volunteers supported by The Administrator.

**Purposes of the job**

* To support the Training Officer to facilitate Safeguarding training.
* To support practice standards in safeguarding in the Church of England
* To support inclusion and diversity in all aspects of the operation and presentation of safeguarding training in the diocese.

|  |  |
| --- | --- |
| Key tasks | Attend and support Safeguarding Training at Parish, deanery, or diocesan level.  In agreement with the Trainer, contribute to the facilitation of safeguarding training using national training resources.  Offer a compassionate safe space to any delegate that may be triggered during the training session.  Encourage attendees at every opportunity to become involved in their learning and development, supporting discussions, group work and QA session.  Assist with the setting up and closing of the training venue. Adhering to Health & Safety polices and other polices at the place of delivery supporting the trainer to leave everything as requested.  Assist with refreshments provided during the training.  Advocate for the Safeguarding team, the diocese of Blackburn and the Church of England adhering to requirements for this role. |
| Key Skills / Knowledge and Experience | A good understanding of the safeguarding in a church context  The ability to offer a compassionate, confidential response to delegates.  Up to date safeguarding training in line with your role within the Parish.  A willingness to learn and be part of a team.  Punctual and access to own transport |
| The post holder will | Be reimbursed for travel expenses incurred on submission of an expenses claim form.  Maintain communication with the Training Officer if running late or unable to attend the planned training session.  Participate in a short debriefing session following the training.  Attend a Safeguarding Volunteer Team Meeting annually |