

Safeguarding Trainer and Volunteer Co-ordinator

Safeguarding Team

With its network of parishes covering the country, the Church of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life. The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of Blackburn takes in much of Lancashire, which includes the Fylde coast. We are led and guided in our faith and work by the Bishop of Blackburn, Philip North.

Our vision contained in vision 2026 is to be healthy churches, transforming communities. We are working to achieve this by making disciples of Jesus Christ, being witnesses to Jesus Christ, growing leaders for Jesus Christ and inspiring children and young people to raise up a generation for Christ.

Safeguarding at the Diocese of Blackburn

The Church of England is committed to safeguarding as an integral part of the life and ministry of the Church. In seeking to be open and welcoming, we recognise that within congregations a wide range of individuals may include those who have been victims of abuse, or indeed those who have perpetrated abuse against others. We work hard to ensure that our churches are places of welcome - as well as places which are safe, including for children and vulnerable adults.

Our Safeguarding team is the key element in delivering on this commitment. Each parish is run by its own Parochial Church Council (PCC), and we provide advice, resources, and training in support of the mission and ministry of the clergy and churches in the parishes. We are currently seeking to grow and develop this important function, with an opportunity for an experienced and motivated professional to help shape our work in this new role.

The Safeguarding team currently comprises two safeguarding professionals and a dedicated training post. The team is supported by a full-time administrator. The team is

based at our diocesan office, located at Walker Office Park. Our teams provide a range of services in support of the mission and ministry of our clergy, churches, parishes, and schools. As well as safeguarding this includes education, training, property, finance, HR, and communications.

The Opportunity

The purpose of the role is to deliver safeguarding training to around 1700 people over the next three years. In a drive to improve standards, the National Safeguarding Team introduced a new training framework and curriculum in 2021 and have revised this in 2023. The Diocese currently delivers a comprehensive package of safeguarding training in line with national expectations. We have a small number of training support volunteers who support training delivery. The Safeguarding Trainer and Volunteer Co-ordinator will deliver the training programme for Blackburn Diocese and recruit and coordinate volunteer support for training sessions. In the last 12 months Blackburn Diocese have adopted use of parish dashboards in order to make life simpler for Parish Safeguarding Officers and for diocesan teams. This role will also take a lead in supporting parishes to implement the dashboard locally.

This part-time role is for 21 hours a week (0.6 of full-time). The role involves working on a flexible basis with occasional evening and weekend working and with more contact hours during school terms times and fewer during holiday periods to reflect working patterns among the people we work with.

To be successful in the role you will combine an understanding of safeguarding issues with the ability to manage training programmes and develop and deliver training events. You will have the interpersonal skills required to facilitate learning, and to coach and mentor people from a range of backgrounds,

You will have empathy with the Christian faith. Given the audience for the training, you will have an understanding of the Church of England context and an appreciation of the culture in order to establish credibility and provide constructive advice to clergy and others responsible for safeguarding at a parish level.

Job Description

- Deliver training to ordained and lay members of parishes and affiliated organisations in venues across the diocese.
- Co-ordinate the training programme, as directed by the Diocesan Safeguarding Adviser (DSA).

- Ensure that the diocese is compliant with House of Bishops Safeguarding Training and Development Practice Guidance including:
- Developing induction documentation and guidance
- Undertaking an annual training needs analysis to inform service delivery
- Developing training plans demonstrating role specific safeguarding training
- Working with parishes to promote an understanding of the training framework and ensuring everyone is trained to the correct level.
- Liaise and support of the Parish Safeguarding Officers (PSO's) and incumbents with regards to safeguarding training and safeguarding performance in parishes.
- Recruit, train, mentor and support the network of volunteer trainers.
- Match, , volunteer trainers with scheduled training sessions.
- Quality Assure, including amending and updating materials in conjunction with the national safeguarding team, observation, evaluation, and feedback received
- Coordinate and deliver partnership events and one-off learning opportunities as directed by the DSA and as required locally to meet need / requests
- Provide guidance for those with queries arising from the training programme.
- Develop knowledge and skills in safeguarding through ongoing networking and training.
- Prepare progress reports to the operational and strategic safeguarding boards and panels with regards to the progress and effectiveness of the programme.
- The post-holder may be a first point of contact for anyone with safeguarding issues, and as such will demonstrate the ability to relate to people across the whole social spectrum, put people at ease and demonstrate the ability to show pastoral sensitivity and tact where appropriate.
- Maintain confidentiality and integrity at all times as this work will involve issues of a sensitive nature.
- Participate in an annual performance review and appropriate continuing professional development.
- Contribute to the wider work of the Diocese, attending relevant meetings, contributing to other diocesan initiatives and develop knowledge and skills in safeguarding, and participate in professional networks.

- The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

Person Specification

Essential

- 1. A recognised qualification in training**
2. Strong track record in developing and delivering high quality and engaging training.
3. Demonstrable understanding of safeguarding of children and/or vulnerable adults.
4. Knowledge of safeguarding legislation and guidance in the UK.
5. Good IT skills, including Word, Excel, PowerPoint, and an electronic diary system.
6. Strong written communications skills, including the ability to produce clear and engaging training materials, and to write reports.
7. Strong verbal communication skills and interpersonal skills, including the ability to deliver training content and facilitate learning.
8. Good coaching skills and the ability to mentor volunteers.
9. The ability to work collaboratively as part of a team
10. Ability to work with quality assurance processes.
11. High level of professionalism, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
12. Self-motivated and well-organised; able to work to a high standard with minimum supervision, and use initiative to solve problems
13. Empathy with the Christian faith; understanding of Church of England culture and structures; and ability able to work effectively within a Christian context.
14. The ability to be flexible in relation to hours worked and to maximise individuals ability to access training.

Desirable

1. A qualification in safeguarding.
2. Own transport

Summary of Terms and Conditions

Employer	The Blackburn Diocesan Board of Finance (BDBF)
Line Manager	Diocesan Safeguarding Adviser
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6-month probationary period
Location	The post is based at the diocesan offices, Clayton House, Walker Office park, Blackburn, BB1 2QE
Hours	21 per week The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of Blackburn and on occasions, elsewhere in England.

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.

How to Apply

Please visit [General vacancies | The Diocese of Blackburn \(anglican.org\)](https://www.blackburn.anglican.org/general-vacancies), fill out an application form, equal opportunities monitoring form, and a cover letter and send to Andy Cooke Andrew.cooke@blackburn.anglican.org

Closing date: 11:59pm, Sunday 17th December 2023



Interview date: Friday 5th January 2024

For an informal conversation about the role, please contact Cath Smith, Diocesan Safeguarding Adviser, at Catherine.smith@blackburn.anglican.org