



St Michael le Belfrey Church  
Job Description

Job Title	Safeguarding Officer
Department / Team	Operations / Safeguarding
Accountable to:	Priest in Charge
Hours	15 hours per week. Flexible hours would be preferable in order to be able to respond to safeguarding disclosures in a timely way; we are open to discussion about what this could look like.  Attendance at evening and weekend events may occasionally be required with TOIL.
Salary	£26,000 - £28,000 per annum pro rata, depending on experience
Contract term	Permanent post
Leave	25 days per annum pro rata, plus bank holidays pro rata

#### Job Purpose

St Michael le Belfrey (known as "The Belfrey") is a thriving Anglican church in the city-centre of York, with a lively worship life, a large membership spanning all ages, and a call to resource the North of England. We are in an exciting period in the life of our church, as we restore and reorder our church building, plant churches across the region and reach out to serve our local community.

Safeguarding is a crucial element of church life, particularly in our context as we work with many children, young people and vulnerable adults.

The Safeguarding Officer will be a key role in the implementation and administration of safeguarding reporting and incident management, policy, safe recruitment and training. They will bring their conscientiousness paired with a pastoral heart to support the Priest in Charge, Senior Leadership Team and ministry leaders in ensuring we are a church which cares for children and vulnerable adults well and appropriately. This role encompasses that of Parish Safeguarding Officer, which is held together with a voluntary Deputy from the church.

#### Main Duties & Responsibilities

##### Leadership

1. Be the Parish Safeguarding Officer for the parish of St Michael le Belfrey, following Church of England and Diocese of York policies and best practice - *see below*;
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of Belfrey activities are fully aware of, and are implementing, this guidance;
3. Actively engage with training and improvements in practice locally and nationally, to improve The Belfrey's awareness and practices;

4. Be a primary face and contact for safeguarding at The Belfrey, an ambassador to church members, and an active leader of a staff and leadership culture where safeguarding is recognised as vital and helpful, and practices are continuously being improved. Promote inclusiveness in places of worship and within church activities.

#### Parish Safeguarding Officer (Shared Duties)

1. Share the following duties and on-call hours (a shared phone and email account) with the Deputy Parish Safeguarding Officer, a volunteer member of the church; liaise with them regularly to arrange this and for managing the workload;
2. Have an overview of all church activities involving children and vulnerable adults, and keep a record of these activities;
3. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters;
4. Work with the Priest in Charge on safeguarding issues to sensitively and properly manage safeguarding reporting and incidences;
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA;
6. Organise and attend Safeguarding Agreement or Agreement Review meetings, together with the Priest in Charge; securely store documentation;
7. Update the Church Safeguarding Policy for the approval of the PCC annually;
8. Report to the Parochial Church Council ("PCC") monthly in writing and attend a PCC meeting at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy;
9. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese;
10. Attend diocesan safeguarding training offered for PSOs.

*Further descriptions of the role of Parish Safeguarding Officers and of the clergy, churchwarden and diocese roles working with them can be found [here](#).*

#### Administration

1. Manage the Parish Dashboard for Safeguarding;
2. Keep good records of safeguarding concerns that may arise, and ensure that others do the same. Store these securely in a manageable system;
3. Ensure that the Church Safeguarding Policy and contact details are displayed in all Church premises.

#### Safer Recruitment & Safeguarding Training

1. Ensure that Safer Recruitment and Safeguarding Training requirements are being followed across the church for employees, trustees and volunteers;
2. Together with the Operations Manager and Admin team, ensure that Safer Recruitment checks

such as Confidential Declaration Forms and DBS Checks are completed, viewed and filed;

3. Ensure correct Safeguarding Training is undertaken and renewed in a timely fashion by staff, trustees and volunteers, in line with Diocesan guidelines. Advise team leaders on on communication with volunteers and sensitive cases, and carry out in-person training when required;
4. Maintain records of training, and file certificates.

#### Terms & Conditions

- The above job description is not exhaustive and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Line Manager.
- The post-holder will be part of the church's Staff Team (staff meeting on Monday morning) and therefore will be a person of prayer and a worshipping member of The Belfrey committed to our vision and values. There is a genuine occupational requirement that the post-holder be a practising Christian.
- The post-holder will require to be safely recruited and to comply with our safeguarding policy and practices. This role will require an enhanced DBS check.

*This Job Description was agreed by St Michael le Belfrey PCC on 18th March 2024.*