



St Michael le Belfrey Church
Person Specification

Job Title	Safeguarding Officer
Qualifications	<ul style="list-style-type: none"> • GCSEs or equivalent in English and Maths <p><i>Parish Safeguarding Officer training will be provided</i></p>
Competencies	<ul style="list-style-type: none"> • Able to be an ambassador and leader of safeguarding best practice within the staff team, leadership and church community • Strong teamworking skills: able to work collaboratively with others, to give direction and advice, and to communicate clearly and in a trust-inspiring way with colleagues and seniors • Strong pastoral skills • Excellent administrative skills: able to maintain well-organised and secure filing systems, and regular communications and meeting schedules • Thorough yet efficient approach to dealing with important information and comprehensive processes • Strong written and verbal communication skills; able to communicate important messages clearly and concisely with different age groups and demographics • Strong time management skills and ability to prioritize a full workload well • Good IT skills, preferably with experience of Google Suite
Experience & Knowledge	<ul style="list-style-type: none"> • Comprehensive understanding of safeguarding law and Church of England policy and practice • Experience of working in a safeguarding role • Experience of working in a busy environment in a relevant sector • Experience of working with vulnerable adults or children
Personal Qualities	<ul style="list-style-type: none"> • A follower of Jesus with a maturing Spirit-filled faith, able and willing to pray individually and with others • A teachable person displaying the fruit of the Spirit • Honours, lives and encourages the vision and values of The Belfrey • Integrity • Inspires the confidence of others and proves to be trustworthy • Able to handle challenging safeguarding disclosures and pastoral situations with maturity, calmness and clarity of mind • Warm and professional manner, able to work well with anyone

	<ul style="list-style-type: none">● Flexible; able and willing to adapt to changing circumstances● Keen to learn and develop
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There is a Genuine Occupational Requirement for the post-holder to be a follower of Jesus and a committed, worshipping member of The Belfrey. This post is subject to a satisfactory enhanced DBS check. The postholder must have the right to work in the UK.