



DIOCESE OF **Hexham & Newcastle**

# **Safeguarding Adviser**



**Candidate Pack**

# INTRODUCTION

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The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

## Diocesan Values

Integrity | Respect | Trust | Service | Compassion



# SAFEGUARDING ADVISER

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## Job Description

To support the Head of Safeguarding in developing, implementing and supervising a Safeguarding Policy and Strategy within the Diocese in line with the Diocesan Vision, Mission and Values.

The role is concerned with four main areas:

**1. Prevention:**

- a. Develop diocesan policy for safeguarding, ensuring compliance with national Catholic Safeguarding Standards Agency (CSSA) policies and procedures;
- b. Develop strategies for safeguarding within Church settings, including the organisation and delivery of appropriate training;
- c. Develop the effective operation of preventative policies and practices in parishes and the Diocese so as to minimise the opportunity for exploitation/abuse.

**2. Response:** Ensure an effective response when safeguarding allegations are received or concerns expressed.

**3. Treatment:** Identify and meet the assessment and treatment needs of victims, alleged abusers and their parish communities.

**4. Support:** Support the Diocesan Safeguarding Committee in informing and advising the Bishop on best practice in managing all matters relating to safeguarding

## Main Duties

### Allegations management

- Support the Head of Safeguarding in the response to allegations and concerns about the protection of children and adults at risk, engaging with relevant external statutory agencies and ensuring that all referrals are made in a timely manner
- Provide appropriate levels of advice, information, and support to victims and survivors of abuse



# SAFEGUARDING ADVISER

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## **Safeguarding Plans**

- Assist in the set-up, management and maintenance of safeguarding cases including those where the individual has a Safeguarding Plan; monitor and respond to associated risks by carrying out investigations and risk assessments

## **Safer recruitment**

- Work closely within the CSSA framework, acting as a counter-signatory for enhanced disclosures for the Disclosure and Barring Service
- Complete Risk Assessments for any individual with a blemished DBS check or self-declaration

## **Safeguarding Training**

- Assist in the development and implementation of a Diocesan safeguarding training programme for all Diocesan personnel that meets legislative requirements, CSSA Standards and best practice guidance

## **Policy, procedure and practice**

- Contribute to and assist with the development and implementation of safeguarding processes within the Diocese in line with the One-Church commitment to safeguarding, to prevent abuse within the Church environment
- Ensure professional support services, eg Lawyers and Insurers, are appropriately briefed and employed when required; represent the Diocese in formal and legal settings as required

## **Communicating and informing**

- Ensure an active dialogue with statutory agencies including the Police, Probation and relevant social care agencies



# SAFEGUARDING ADVISER

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## **Collaborating and partnering**

- Contribute to managing safe practices of Religious Orders and Congregations who minister within the Diocese
- Assist in providing comprehensive safeguarding support to those responsible for the management of clergy, employees, lay people and volunteers
- Work collaboratively and cooperatively with key stakeholders, statutory agencies and other partner agencies for the purpose of protecting children and adults at risk or who are vulnerable; maintain active links with all appropriate organisations, including the Local Safeguarding Children Partnerships, Local Safeguarding Adults Boards, Local Authority Designated Officers, Police, MAPPA Agencies

## **Continuous Professional Development**

- Keep up to date with best practice developments for safeguarding, including attending CSSA national safeguarding meetings
- Engage in continuing professional development (CPD) and professional supervision; where applicable, you will maintain professional registration requirements



# Personal Specification

## Essential Criteria

You must have:

- Contemporary professional safeguarding experience in a multi-agency setting with children, young people, and adults at risk. This will include experience of leading case work, handling allegations, ensuring the voice of the child and vulnerable person is heard
- Experience of how to respond with sensitivity and compassion to victims/survivors of abuse
- Experience of operating within the legal and procedural framework relating to safeguarding, including:
  - The Children's Act 1989 and 2004
  - Working Together to Safeguard Children (2018)
  - The Human Rights Act 1998
  - The Mental Capacity Act 2005 and Code of Practice
  - The Data Protection Act 2018 and GDPR Regulations 2016
- Experience of risk management of offenders in a multi-agency setting
- Experience of reviewing evidence and taking appropriate action where necessary; applying sound judgement, with an attention to detail; maintaining confidentiality and building trust
- Resilience and the ability to work under pressure
- Skills in conflict resolution, negotiation and problem solving
- Interpersonal and listening skills; an ability to deal sensitively with the public, the vulnerable and their families/representatives
- Skills in understanding appropriate boundaries of responsibility and working within them
- IT skills, ensuring the accurate update and input of data to relevant data systems
- The ability to work flexibly, including the occasional evening and weekend
- A Full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.



# PAY AND CONDITIONS

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## Salary

£34,846 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

## Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, generally 8.30am to 4.30pm

## Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

## Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

# APPLICATION PROCESS

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To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
- Please send these by email to [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk)

If you would like to discuss the role, please contact Meriel Anderson, Head of Safeguarding by email [meriel.anderson@diocesehn.org.uk](mailto:meriel.anderson@diocesehn.org.uk) or telephone 0191 2433305. For further information on the Diocese of Hexham and Newcastle and the Department for Safeguarding visit [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Deadline for applications: 12 December 2023



# OTHER INFORMATION

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This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training
- An Enhanced DBS check

## Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

## Data Protection

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

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**Better Health**  
at Work Award  
Bronze Award

