

# JOB DESCRIPTION

## Post: District Safeguarding Officer (DSO) - Scotland and Shetland Districts

**Location:** Home-based

**Purpose & Objectives:** To take a lead for the Methodist Church in the Districts on issues relating to the safeguarding and protection of children and vulnerable adults

**Responsible to:** The DSO will work for the two districts and will be under the line management of the joint Chair or designated person.

**Responsible for:** No line management responsibility

**Relationships:** District Chair;  
Connexional Safeguarding Supervising Caseworker (CSSC);  
Members of Safeguarding Groups in Scotland and Shetland;  
The Connexional Safeguarding Team;  
District and Regional Colleagues (other DSOs);  
The Learning Network;  
Superintendent Ministers;  
Warden of the Diaconal Order where safeguarding concerns relate to a deacon;  
Church and Circuit Safeguarding Officers;  
Ecumenical and regional safeguarding colleagues;  
Statutory agencies especially adult and children's services, CAMHS (child and adolescent mental health services), police, probation, MAPPA, (multi-agency public protection arrangements) and MARAC (multi-agency risk assessment conferences) staff – usually through individual casework

### Summary

The DSO will work closely with the District Chair and District Safeguarding Groups in providing leadership for good safeguarding practice throughout the churches and circuits of the Districts. This is achieved through complying with the policies and strategies of the Methodist Church; adhering to legal requirements on safeguarding matters; developing good practice and effective training; providing advice concerning responses to queries; and undertaking risk assessments in certain cases.

### Main Responsibilities

1. **Compliance with policies and strategies:**
  - Have oversight of church, circuit and district compliance with the Methodist Safeguarding Procedures and report regularly any non-conformance and concerns to the Chair and the District Safeguarding Groups.
  - Provide policy advice and other guidance to churches and Circuits.
  - Ensure that all work is supported by full case recording.
  - Serve on the District Safeguarding Groups and attend other meetings as required and directed
2. **Developing good practice and effective training:**
  - Keep up-to-date with relevant UK and Scottish legislation, and relevant Methodist policy.
  - Ensure that the superintendent ministers, circuit safeguarding officers and trainers are kept updated on any relevant matters.
  - Promote good communication and effective information sharing, including issues of confidentiality.
  - Work with the Learning Network to co-ordinate the provision of opportunities for safeguarding learning/training across the District, and in the delivery of designated Safeguarding training in accordance with the agreed protocol.

### 3. **Providing advice:**

- Be available to offer advice which will include:
  - Individual cases
  - Oversight of safeguarding agreements
  - Representing the Church in meetings with external organisations in a safeguarding context
  - PVG and ‘regulated work’ matters

### 4. **Undertaking District risk assessments:**

- Take a lead on working with relevant cases in the Districts, including representing the Church in meetings with external organisations.

### 5. **General:**

- Implement and follow policies and procedures.
- Maintain accurate records in the various media specified for your areas of responsibility.
- Be committed to personal continuing professional development, undertake any required training and participate in the Methodist Church’s supervision and appraisal system.
- Attendance at Connexional DSO training and development days.
- Be able and willing to work flexible hours, including some evenings and weekends.

### 6. **Management:**

- General management will be provided by the Chair of the districts who will monitor and evaluate progress with the DSO on a regular basis.
- The District Safeguarding Groups, with the DSO, will negotiate priorities for the work in line with Connexional requirements.
- Professional supervision will be provided by the Connexional Safeguarding Supervising Caseworker.

## **Terms and Conditions**

**Terms of appointment:** Permanent

**Location:** Home-based

**Remuneration: For lay employees:** The salary will be in the range of £6188-£7644 for an appointment of an equivalent of one day per week (7 hours).

**Disclosure:** The Methodist Church has identified this role as one which will require membership of the PVG Scheme. This role may bring you into direct contact with children and vulnerable adults. It will also give you access to sensitive material or information.

**Right to work:** Appointment will be subject to documentary evidence of the right to live and work in the UK

**Working pattern:** Normal working pattern is flexible.

**Holiday Entitlement:** 28 days statutory annual leave entitlement per year (pro-rata for part-time workers)

**Pension:** Eligible employees will be auto enrolled into a Pension Scheme.

**Probationary Period:** Appointments are subject to the satisfactory completion of a 3-month probationary period

**Travel expenses:** All reasonable expenses will be reimbursed.

**Equipment:** A laptop and mobile phone will be provided to be used solely for this work.

## **Background Information**

The Scotland and Shetland Districts together consist of 60 churches, with a membership of approximately 1900. The churches are grouped into six circuits in mainland Scotland and one circuit on Shetland. Approximately 50% of members live within the central belt. However there are great distances between a large number of our churches given the geography of Scotland.

Safeguarding legislation and policy in Scotland differs in a number of ways from that south of the border. It is imperative that the DSO has a firm understanding of this.

There is a safeguarding structure in place in the Scotland District and a District Safeguarding Group has been in existence for a number of years (independently chaired). However the safeguarding infrastructure on Shetland is just beginning to develop.

Every church and circuit is required to have a safeguarding policy and appoint a Safeguarding Officer. These officers work under the guidance and scrutiny of the DSO and the District Safeguarding Group.

The DSO takes a lead in managing a range of difficult situations. Serious incidents, though rare, need to be managed appropriately and this is part of the DSO role, supported by the Connexional Safeguarding Supervising Caseworker.

Advanced Safeguarding Training is co-delivered by the DSO and the Regional Officer from the Learning Network with responsibility for Safeguarding training, in a manner and to a frequency detailed in Connexional policy.

Foundation Level Training is delivered by approved circuit trainers who are trained and supported by both the DSO and Regional Officer.

An annual District Safeguarding Support Day takes place in the Scotland District, coordinated by the District Safeguarding Group.

## DISTRICT SAFEGUARDING OFFICER

### Person Specification

Attributes	Essential	Desirable	Method of Assessment
<b>1. Training and Education:</b>	Educated to degree level or equivalent in a relevant field e.g. child care, social work, psychology, health, probation, police etc., or relevant professional training. Alternatively, substantial relevant work experience.	A qualification in or experience of the supervision of others e.g. in social work, probation or other safeguarding or church-related work.	A, Q.
<b>2. Proven Abilities:</b>	An ability to appreciate the different dimensions of safeguarding within the Methodist Church.		A, I.
		Proven track record in working in a training/educational role.	A, I.
	Experience of working with volunteers.		A, I.
<b>3. Skills and Competencies:</b>	IT communication skills.		A, Q.
	Excellent written and oral communication skills.		A, I, P.
<b>4. Specialist Knowledge and Expertise:</b>	Knowledge of and experience in a safeguarding role.		A, I.
	An understanding of confidentiality and information sharing.		A, I, P.
		Specialist knowledge of safeguarding.	A, I, P.
<b>5. Personal Qualities:</b>	Sympathy with the ethos of the Methodist Church.		A, I.
	Professional and positive approach with a commitment to the professional development of self and others.		A, I.
	An ability to develop and maintain constructive working relationships.		A, I.
	Awareness and understanding of issues of equality, diversity and inclusion.		A, I.
	An ability to travel around the District, as required by the role.		A, I.

#### Method of Assessment

A = Application Form, = Interview, P = Presentation, Q = Proof of Qualification (Certificates or Transcripts)