

# Yorkshire Plus Region Assistant District Safeguarding Officer

## Assistant District Safeguarding Officer (ADSO)

### PURPOSE AND OBJECTIVES

The Assistant District Safeguarding Officer (ADSO) will work closely with the District Safeguarding Officers (DSOs), who are based in the three Districts in the Yorkshire Plus Region, 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 matters to do with safeguarding; developing good practice and providing advice concerning responses to queries. The ADSO, working across the Districts, will focus on Training and Quality Assurance, as well as providing cover for the DSOs where required.

**Line Manager:** Emma Goodley (DSO Yorkshire West District)

**Functionally Responsible to:** District Safeguarding Officers

**Relationships:**

- Casework Supervisor
- District Chairs
- District Administrators
- The Learning Network Team
- District Safeguarding Groups
- Circuit (and Church) Safeguarding Officers
- Superintendent Ministers
- Local Church Ministers
- District Officers and staff team members

### MAIN RESPONSIBILITIES:

#### *Training:*

- Coordinate, develop and deliver safeguarding training, and support Circuit trainers.
- Keep up-to-date with relevant national and Methodist Legislation.
- Ensure the Circuit Safeguarding Trainers, superintendent ministers and Circuit Safeguarding Officers are kept updated on any relevant matters.
- Promote good communication and effective information sharing, including a proper understanding of the bounds of confidentiality.
- Oversee and contribute to the delivery of safeguarding training across the three Districts.
- Take the lead in the delivery of Advanced Module training and any other training commensurate with the role.

#### *Quality Assurance:*

- Monitor the DBS databases and ensure the completion of DBS checks, or exemptions, are completed for ministers in the Districts.
- Implement and develop the annual self-auditing toolkit within churches and Circuits, support and guide local safeguarding officers in the use of the toolkit.
- Evaluate self-auditing submissions, make recommendations where necessary.
- Complete a full audit for each church and Circuit on a tri-annual basis utilising the auditing toolkit, evaluate the data and identify key themes, completing a thematic report with recommendations.
- Support local safeguarding officers to implement recommendations made.
- Collate evidence and maintain accurate records to support the auditing process.

*Deputise for the DSOs in times of absence:*

- Provide policy advice and other guidance to churches and Circuits.
- Ensure the continuation of case recordings and maintenance of accurate records.
- Oversight of safeguarding contracts in the absence of the DSOs and if issues arise.
- Represent the Church in meetings with external organisations and ecumenical forums, and the District Safeguarding Groups.

*General:*

- Work in partnership with the Districts and DSOs.
- Maintain up to date knowledge in Safeguarding in accordance with Methodist policies and guidance and relevant national legislation.
- Feedback to the Districts any concerns or issues raised during the auditing process in matters relating to safeguarding or risk.
- Support churches and Circuits to develop a culture of care and security for all and to promote and sustain good safeguarding practice.
- Implement and follow Districts' policies and procedures.
- Be committed to personal continuing professional development, undertaking any training necessary and participating in the Yorkshire West District's supervision and appraisal system.
- Be able and willing to work flexible hours, including evenings and weekends.
- Support DSOs in delivering pro-active safeguarding events.

## **Terms and Conditions**

<b>Terms of appointment:</b>	This is a permanent position.
<b>Disclosure:</b>	The Methodist Church has identified this role as one which will require an enhanced criminal record check via the Disclosure and Barring Service (DBS). This role will bring you into direct contact with children and vulnerable adults. It will also give you access to sensitive material or information.
<b>Equal Opportunities:</b>	The Yorkshire West District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.
<b>Physical Conditions:</b>	Home based. It is expected that significant travel and flexibility will be required in this role.
<b>Remuneration:</b>	Starting salary will be £20,800 per annum, (£16 per hour).
<b>Work Permit:</b>	Appointment will be subject to documentary evidence of the right to live and work in the UK.
<b>Hours of Work:</b>	25 hours per week. Flexibility in hours is necessary as evening meetings and/or weekend work is required within this role. At least one day free of responsibilities each week.
<b>Holiday Entitlement:</b>	33 days annual entitlement per year (including public holidays) which equates to 165 hours for this post.
<b>Pension:</b>	The Yorkshire West District has a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
<b>Probationary Period:</b>	The appointment will be subject to the satisfactory completion of a six month probationary period.
<b>Expenses:</b>	All reasonable expenses will be reimbursed, as agreed with your Line Manager.
<b>Equipment:</b>	A laptop, and mobile phone and Zoom account will be provided, to be used solely for the performance of your duties.