

Role Description

Role Title:	Safeguarding Officer
Office Location:	The Lighthouse (Woking)/Founders (Guildford)
Days and Hours of Work:	Expected to be 15 to 22.5 hours per week, with flexible working options that can be discussed.
Reporting to:	Chief Operating Officer

Role Overview

Emmaus Rd is a vibrant and growing church family with congregations currently in three towns (Aldershot, Guildford and Woking) with a vision to plant into other towns in our region.

The overall responsibilities for the Safeguarding Officer are to:

- Lead on ensuring we have best practice safeguarding policy and procedures in place, and these are implemented effectively.
- Provide our safeguarding leads for each of our locations with support and expertise with all safeguarding related concerns in their locations and taking the lead on concerns where required.

The key responsibilities are described in detail in the next section.

Role Responsibilities

1. Lead on ensuring we have best practice safeguarding policy and procedures in place, and these are implemented effectively.

The responsibilities of the Safeguarding Officer are to oversee:

- The regular review of our safeguarding policy and procedures, ensuring they are in line with best practice and reflect legislation changes and requirements.
- Our safer recruitment approach for staff and volunteers, working with our safeguarding lead recruiter.
- Our safeguarding onboarding and training approach, ensuring all relevant staff and volunteers are trained and can carry out their roles effectively in respect to safeguarding aspects.
- New projects, initiatives or groups started by the Church have the correct safeguarding procedures in place.
- That appropriate records are kept, and that information in relation to safeguarding concerns is handled confidentially and stored securely.

2. Provide our safeguarding leads for each of our locations with support and expertise with all safeguarding related concerns in their locations and taking the lead on concerns where required.

The responsibilities of the Safeguarding Officer are to:

- Be the point of contact for our safeguarding leads in each location for safeguarding concerns.
- Lead on concerns where appropriate, liaising with thirtyone:eight and external authorities as required.
- Oversee and ensure safe practice is in place for supporting people who may pose a risk to children and adults at risk at church.
- Oversee and ensure sensitivity towards all those affected by abuse.
- Liaise and keep our Trustee responsible for safeguarding informed on safeguarding matters as required.
- Produce the agenda and supporting material for the monthly meeting of our safeguarding leads, with the meeting chaired by the COO, and ensure actions from each meeting are implemented.

The Individual – skills, experience, attitudes

- Passion for Jesus.
- Servant-hearted.
- A natural team player, able to work well cross-functionally.
- Organised and efficient, with excellent attention to detail.
- Adaptable, flexible, and resourceful, willing to do what needs to be done.
- Confident to take initiative, solve problems and make decisions.
- Excellent interpersonal skills including the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Computer literate, familiar with Microsoft products.
- Professional experience with safeguarding (e.g. police, social worker, teacher with safeguarding responsibilities).
- Although not essential, desirable to have safeguarding experience in a church setting.

Occupational Requirement: This post has an occupational requirement for the holder to be a Christian, and to be in full sympathy with the aims and ethos of Emmaus Rd's vision and mission. Although not essential, it is desirable that the person is part of an Emmaus Rd congregation.

Right to Work: You must have the right to work in the UK. Emmaus Rd will not be able to obtain a work visa on your behalf.