

**Role Description for
SAFER RECRUITMENT OFFICER**

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.

Name of church/body	St Peter's Church, Titchfield
Role title	SAFER RECRUITMENT OFFICER (SRO)
Main purpose of the role	<ul style="list-style-type: none"> • The SRO will have an overview of all church activities that involve children, and vulnerable adults. Together with the PSO, seek to ensure the implementation of the Church Safeguarding policy in relation to the Safer Recruitment of Volunteers
What you will be doing	<ul style="list-style-type: none"> • Recruit prospective volunteers in line with the Church of England's Safer Recruitment requirements • Signpost volunteers to relevant safeguarding awareness training • Ensure that volunteers complete the relevant safeguarding training • Keep appropriate records confidentially and securely • Have an awareness of, and work with the Parish Safeguarding Officer to: <ul style="list-style-type: none"> ○ have an overview of all church activities involving children and vulnerable adults ○ be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of and are implementing this guidance ○ be familiar with the Safeguarding Dashboard & Hub ○ report all concerns or allegations against church officers to the Parish Safeguarding Officer (PSO) or Incumbent if the PSO is not available or is the subject of a complaint. ○ Attend relevant Diocesan safeguarding training ○ Assist with safeguarding training in the parish as appropriate
When and where you will be doing it	<ul style="list-style-type: none"> • <u>Time commitment:</u> As and when needed • <u>Place of work:</u> There is no fixed place of work
Disclosure & Barring Service (DBS) Requirements	This post is not eligible for a criminal record check
Who you will be responsible to	<ul style="list-style-type: none"> • Parish Safeguarding Officer (PSO)

<p>Training requirements</p>	<ul style="list-style-type: none"> • The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ <p>The relevant training should be completed during the probationary period</p>
<p>Support you will be given</p>	<p>St Peter's Church PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training</p>
<p>General information</p>	<ul style="list-style-type: none"> • The successful candidate would be appointed by the PCC after meeting the Church of England Safer Recruitment requirements • This post is subject to a satisfactory probationary period of three months

**Person Specification for
SAFER RECRUITMENT OFFICER**

Skills, experience and attributes for the role.

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Understand the principles of Safeguarding within the church context (training will be given when needed). • Be familiar with Diocesan safeguarding guidance 	
Skills	<ul style="list-style-type: none"> • Facilitative, supportive yet confront and challenge when appropriate • Well organised and businesslike • Able to work independently, taking responsibility and be accountable • Good interpersonal skills 	
Experience	<ul style="list-style-type: none"> • Prior experience is not required for this role 	<ul style="list-style-type: none"> • Experience of supportive collaborative working
Personal Attributes		<ul style="list-style-type: none"> • Demonstrate Christian faith and life in both word and deed
Qualifications/Training	<ul style="list-style-type: none"> • Must be compliant with St Peter's Church Policy and Practice • Have an appropriate level of literacy and IT skills relevant for this role • Willing to undertake training as determined by the Church of England and Diocesan requirements for this role 	
Availability	<ul style="list-style-type: none"> • As detailed in the Role Description • Should be 21 years or over 	
Other	<ul style="list-style-type: none"> • Should have attended St Peter's Church regularly for 3 months or more 	<ul style="list-style-type: none"> • Should be registered on St Peter's Electoral Roll