



Diocese of Westminster

HUMAN RESOURCES DEPARTMENT

Safeguarding Personnel Support Officer (1 year fixed term contract)

The Catholic Diocese of Westminster is home to the Archbishop of Westminster and over 200 parishes in London, north of the river and Hertfordshire.

An exciting opportunity has arisen for a suitably experienced and qualified individual to join the Safeguarding team of the Diocese of Westminster.

The post holder will work closely with the Safeguarding Co-ordinator to drive the organisations strategic and operational priorities in relation to the safeguarding of children and adults at risk, and ensure all areas of the charity's work are developed, delivered and promoted in line with safeguarding policies, with statutory requirements and with the National Safeguarding policies of the Catholic Church on behalf of the Bishop and Trustees of the Diocese of Westminster.

Key duties and responsibilities will include:

1. Implementation of the National Safeguarding Policy of the Catholic Church on behalf of the Bishops and Trustees of Diocese of Westminster.
2. Provision of support, development and engagement of the mainly volunteer safeguarding personnel in the parishes and religious orders within the diocese.
3. Promotion of safeguarding within parishes and religious orders.
4. Compliance of allegations work carried out by safeguarding personnel

This is a unique opportunity for a hardworking self-motivator to make a real difference to our vital work in safeguarding children and adults at risk.

You will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service for this role.

Hours of work: 35 hours per week (including regular evening and weekend work as required)

Contract type: 1 year fixed term

Salary: £23k-£28k per annum (neg)

Closing date: 24th February 2017

Short-list: w/c 27th February 2017

Interviews: w/c 6th March 2017

For a full job description please see <http://rcdow.org.uk/diocese/jobs/>

If you would like to apply, please email humanresources@rcdow.org.uk for the application forms for this position. Please note we do not accept CV's.