

Welsh Mission Safeguarding Officer Job Description

Position Title		WM Safeguarding Officer
Reports to		WM President
Location		Wales and the Border Counties
Employment Type		Part-time (50%) Appointed role up to WM Session 2028

Job Summary:

The Safeguarding Officer provides operational leadership for safeguarding across the WM, ensuring that the safeguarding of children and adults at risk is embedded in the mission, governance and practice of the Welsh Mission and its local churches. The Officer oversees the implementation of the British Union Conference (BUC) Safeguarding Policy within the WM; advises the WM Administration, pastors, church leaders and Designated Safeguarding Leads; and works closely with the BUC Safeguarding Lead and relevant statutory and professional bodies to promote consistent and effective safeguarding practice.

Key Responsibilities:

- **Safeguarding Leadership:** Oversee and develop the safeguarding function across the WM, promoting a strong safeguarding culture and ensuring safeguarding remains integral to WM and local church practice.
- **Policy Implementation:** Oversee implementation of the BUC Safeguarding Policy and associated procedures across the WM, developing WM-level guidance where appropriate and promoting consistent application.
- **Advice and Case Support:** Provide timely professional advice and guidance to the WM Administration, pastors, church leaders, local church Designated Safeguarding Leads and other relevant personnel/ volunteers on safeguarding concerns and cases.
- **Safeguarding Audits and Quality Assurance:** Oversee the annual safeguarding audit process across WM churches, evaluate outcomes, identify areas of non-compliance or improvement, and work with local churches and safeguarding personnel/volunteers to implement required actions within realistic timescales.
- **Training and Development:** In collaboration with the BUC, develop, coordinate and deliver safeguarding training for pastors, employees, church leaders, local safeguarding personnel/ volunteers and members, identifying learning needs and supporting continuing professional development.
- **Local Safeguarding Network:** Support, develop and maintain an effective network of local church Designated Safeguarding Leads and Disclosure and Barring Services (DBS) Clerks, encouraging supervision, shared learning, mutual support and consistent safeguarding practice across the WM.
- **Stakeholder Engagement:** Develop and maintain effective working relationships with the BUC Safeguarding Lead, BUC Safeguarding Committee, WM departments, statutory agencies, professional safeguarding bodies and other relevant partners.
- **Safeguarding Review Arrangements:** Establish appropriate WM safeguarding review arrangements to support local churches in relation to safeguarding referrals, enabling Designated Safeguarding Leads to determine appropriate next steps. This may include assisting with clear terms of reference and supporting informed decision-making. Provide oversight of serious or complex safeguarding matters.

- **Survivor Engagement:** Develop and maintain robust, trauma-informed arrangements for signposting survivors and others affected by abuse to appropriate support, and use their experience to inform best practice.
- **Case Management and Records:** Ensure that safeguarding concerns, referrals, actions and outcomes are recorded securely and appropriately, maintaining effective case-management arrangements and supporting the proper use of BUC-approved safeguarding systems.
- **Safer Recruitment and Disclosure Compliance:** Support compliance with safer recruitment requirements and relevant Disclosure and Barring Service (DBS) arrangements across the WM, working with the BUC and local churches to promote appropriate checks and safeguarding practice.
- **Legislation and Best Practice:** Keep up to date with relevant safeguarding legislation, statutory guidance, denominational policy, research and best practice, particularly as these apply to faith organisations in England and Wales, and advise the WM Administration and Executive Committee on significant developments.
- **Resource Development:** Identify and develop appropriate safeguarding guidance, resources and awareness materials for pastors, churches and WM departments, and oversee safeguarding content on relevant WM communication platforms.
- **Cross-Departmental Support:** Work collaboratively with WM departments to ensure safeguarding policies and procedures are embedded in programmes, events and ministry activities, providing written guidance where appropriate.
- **Supervision and Accountability:** Work under the supervision of the WM President and remain accountable to the Executive Committee for the effectiveness and development of the safeguarding function.
- **Reporting:** Provide regular reports to the WM Administration and appropriate reports to the Executive Committee, including all new safeguarding cases, analysis of safeguarding activity, identifying risks and mitigating actions, training needs, areas requiring improvement, and recommendations.
- **Escalation:** Promptly escalate significant safeguarding concerns, serious incidents, compliance issues or emerging risks to the President/ WM Administration and, where appropriate, the relevant statutory or denominational bodies.
- **Annual Evaluation:** Conduct an annual evaluation of safeguarding arrangements across the WM, assessing implementation, effectiveness, risks, training needs and areas requiring improvement.
- **Additional Duties:** Undertake other safeguarding-related or reasonable duties as requested by the WM Administration or Executive Committee.

Required Qualifications:

Essential

- A committed member of the Seventh-day Adventist Church, with a strong understanding of its beliefs, values, mission and organisational structure.
- Relevant professional qualification, training or substantial experience in safeguarding children and/or adults, social care, education, health, law, pastoral care or a related field.
- Strong working knowledge of safeguarding legislation, statutory guidance, safer recruitment and good practice applicable in England and Wales.
- Demonstrable experience of advising on safeguarding concerns, managing or overseeing complex cases, and working appropriately with statutory and professional agencies.
- Experience of implementing safeguarding policies and procedures.
- Experience of delivering safeguarding training to a range of audiences.

- Strong communication, organisational, analytical and leadership skills, with the ability to provide clear professional advice and appropriately challenge practice.
- Ability to handle sensitive and confidential information with sound judgement, integrity and appropriate record-keeping.
- Ability to work collaboratively with church leaders, pastors, employees, volunteers, survivors, safeguarding professionals and external agencies.
- Commitment to continuing professional development and maintaining current safeguarding knowledge and practice.

Desired

- Approachable, calm and compassionate, with the ability to respond sensitively to people affected by abuse or safeguarding concerns.
- Professionally curious and reflective, with the ability to consider different perspectives, evaluate evidence and support sound safeguarding decision-making.
- Confident and resilient when dealing with complex, sensitive or challenging situations.
- Committed to consistency, accountability, learning and continuous improvement in safeguarding practice.
- Ability to build trust and effective working relationships across a geographically dispersed Welsh Mission field.

Purpose and Impact of the Role

The Safeguarding Officer plays a vital role in ensuring that the Welsh Mission provides safe, accountable and supportive environments for children and adults. Through leadership, professional advice, training, quality assurance, partnership working and continuous improvement, the Officer will help embed effective safeguarding practice throughout the Welsh Mission and its local churches, in accordance with BUC policy and relevant statutory requirements.