

Refreshing our commitment

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| Ministry Grouping | FINANCE, ASSET AND RISK MANAGEMENT |
| Requirements of ministry | Parish Safeguarding Officer |
| What does it involve? | To keep up-to-date and advise on statutory requirements and best practice affecting the Parish. To lead and coordinate implementation of requirements of legislation and best practice. To support and advise parish group leaders in making sure DBS checks are carried out as required. To support and advise the individual Safeguarding Representatives for each mass. <u>Up-dating training will be provided and attendance is a requirement.</u> |
| Gifts required: | |
| | <ul style="list-style-type: none">▪ Utmost discretion and ability to listen▪ Logical and well-organised (especially maintaining records against statutory requirements)▪ Willing to report and address non-compliance▪ IT literate (basic level Word and e-mail sufficient) |
| Time required (average weekly/monthly) | 16 hours a month |
| Likely peaks in time commitment: | If any new issues arise or in response to new legislation/diocesan requirements |
| How long would I need to commit for? | Ideally, 3 years with an opportunity to review the role after 6 months |
| Location: | Parish office as agreed with Parish Priest with written reports made to Diocese. |
| Responsible to: | Diocesan Safeguarding Director |
| Other key relationships: | Safeguarding Representatives for each mass parish group leaders, Finance Committee Chairman, Parish Priest. |
| Support available | Diocese |

Parish Safeguarding Officer

Yes this is for me

I'd like to know more

Signed

Name
Contact details

Please return to the parish office or in the Refreshing our commitment box in the narthex.