



THE PRESBYTERY OF EDINBURGH

JOB DESCRIPTION

Title of Post:	Presbytery Safeguarding Coordinator (7 hours per week)
Responsible to:	Presbytery Clerk
Date:	March 2020
Main Purpose of post:	The Presbytery Safeguarding Coordinator will work with Congregational Safeguarding Coordinators, the Presbytery Safeguarding Trainers, the Presbytery Clerk, Presbytery Administrator, and the Safeguarding Service of the Church of Scotland to develop and implement Safeguarding Training throughout the Presbytery and to help ensure a Safe Church for all.

Main Duties

- Promote awareness of good Safeguarding practice.
- Provide appropriate support to Presbytery Trainers and collaborate with the Safeguarding Trainer in the Safeguarding Department of the Church of Scotland.
- Provide appropriate support and oversight for Congregational Safeguarding coordinators.
- Perform audit and quality assurance of the annual records inspection
- Ensure regular updated information is provided for the Presbytery website and, where appropriate, social media.
- Publicise Safeguarding events.
- Share good practice between congregations.
- Ensure the quality of Safeguarding practice and documentation in collaboration with the Safeguarding Department of the Church of Scotland.
- To undertake such other duties as are directed by the Presbytery Clerk.

Person Specification: Presbytery Safeguarding Coordinator.

	Essential	Desirable
Skills, abilities and knowledge		
Knowledge of Church of Scotland structures (General Assembly, Congregational, and Presbytery levels) and experience of local congregational life.		✓
A knowledge of current Safeguarding Legislation.	✓	
Quality assurance with an eye for detail in recent professional practice.	✓	
Experience in administrative and IT skills.	✓	
Personal Qualities		
Open to and able to evidence different ways of working and new initiatives.	✓	
Positive and enthusiastic with the ability to enthuse and encourage others.	✓	
Ability to work unsupervised with readiness to use own initiative.	✓	
Good teamwork, analytical, and problem-solving skills.	✓	
Proven ability to work collaboratively with colleagues.	✓	
Qualifications and Training		
Qualified to relevant degree level or equivalent.		✓
Experienced in a relevant field: i.e. Social Work, Health Care, Education, Police Service or equivalent.	✓	

Terms and Conditions

- The salary is £15 per hour plus agreed travel expenses.
- The contract is for two years.
- This is a part-time post (7 hours per week) worked flexibly, with some evening and weekend work required.
- There are five weeks' paid annual leave and nine statutory holidays (pro rata) in each full holiday year, 1st January to 31st December.
- Place of work – home working and various locations around the city.
- Computer facilities will be provided.
- PVG membership will be required of the successful applicant.

Any questions relating to this post should be directed to the Presbytery Clerk, Rev Marjory McPherson on 0131 225 9137 or Email edinburgh@churchofscotland.org.uk

An up to-date CV including contact details of two referees and covering letter detailing how you meet the criteria in the person specification and why you are interested in the post should be emailed to edinburgh@churchofscotland.org.uk by 31 March 2020.