

## **Job Description**

**Job Title:**           **Independent Chair of Diocesan Safeguarding Advisory Panel**

### **Job Purpose:**

1. To chair Diocesan Safeguarding Advisory Panel meetings. These will take place four times a year at a minimum.
2. To ensure that the Safeguarding Advisory Panel has an independent voice and separate identity, and that it is able to fulfil its core role of providing objective, independent scrutiny, test, and challenge of the safeguarding practice of the Diocese of Chichester.
3. To promote the Diocese of Chichester's ability to provide good and safe environments for children and vulnerable adults throughout the Diocese.

### **Main Duties and Responsibilities:**

1. Ensure that the Panel works constructively and effectively to safeguard and promote the welfare of children and vulnerable adults in the Diocese of Chichester.
2. Agree the Panel agenda with the Diocesan Safeguarding Adviser and other members of the Panel, Chair meetings of the Panel, and agree minutes and ensure distribution to other Panel members.
3. Follow up decisions as required (including items for "Chair's Action").
4. Meet with the Diocesan Safeguarding Adviser and the lead Bishop for Safeguarding (currently the Bishop of Horsham) on at least a quarterly basis to review the work of the Diocesan safeguarding team, particularly with regards to current casework.
5. Ensure that key issues and national developments are brought to the attention of and considered by the Panel and any sub-groups that are formed.
6. Chair, where appropriate any additional Panel meetings convened as a response to specific circumstances.

7. To respect confidentiality of sensitive information provided by the constituent agencies of the Panel.
8. To ensure, with others, that the voices of children, young people and vulnerable adults are well represented in the work of the Panel.
9. To contribute to the continuous development of an effective Safeguarding Advisory Panel and its sub groups.
10. To respond to correspondence sent to the Chair (with support where appropriate from the Diocesan Safeguarding Adviser).
11. To attend national meetings of Diocesan Safeguarding Advisory Panel Chairs if required. To present learning from the Diocese of Chichester at such meetings if asked.
12. To liaise as required with the Diocesan Director of Education, who will attend the Diocesan Safeguarding Advisory Panel, identifying particular safeguarding-related issues in Diocesan churches that may have implications for Diocesan schools.
13. To produce, with other members of the Panel and the Diocesan Safeguarding Adviser, an annual report on safeguarding in the Diocese of Chichester, which will be submitted to the Bishop of Chichester and presented at Diocesan Synod.

**Commitment:**

1. This is initially a temporary appointment for one year at a fee to be agreed plus travelling expenses with the prospect of renewal by negotiation.
2. It is estimated that 20 working hours per annum will be required to fulfil the Diocesan requirements. Including time allocated to prepare for meetings, scrutinising draft minutes and other reports produced for Panel meetings.

<b>Person Specification</b>			
<b>Independent Chair, Diocese of Chichester Safeguarding Advisory Panel</b>			
<b>Experience</b>	1.1	Experience of chairing complex professional meetings at a senior level and ability to chair in an efficient manner.	Essential
	1.2	Sufficient experience of working within the public or voluntary sector at a senior level to command respect within a multi-agency Panel of agency representatives.	Essential
	1.3	Sufficient experience of the operational context of safeguarding work to enable well grounded contributions to resolving individual case issues	Essential
	1.4	Commitment to children's welfare demonstrable through previous or current professional or voluntary activities	Essential
<b>Knowledge</b>	2.1	Knowledge of recent developments in health and social care, of legislation and research underpinning child and adult protection work.	Essential
	2.2	Knowledge and understanding of safeguarding and promoting the welfare of children and vulnerable adults	Essential
	2.3	Knowledge of how to maintain effective safeguarding practice.	Essential
<b>Skills/ Abilities</b>	3.1	Skills in negotiations to assist in resolving conflict between agencies.	Essential
	3.2	Organisational abilities to ensure the smooth operation of the Diocesan Safeguarding Advisory Panel.	Essential
	3.3	Ability to ensure high standards of confidentiality both in terms of individual cases and in terms of sensitive cross organisational matters.	Essential
	3.4	Assertive, clear thinking and able to negotiate	Essential
	3.5	Self-motivating and able to operate outside single agency structures.	Essential
<b>Qualifications</b>	4.1	Academic and/or professional qualification in social or health care, education or legal discipline of sufficient standing to command professional respect within the Diocesan Safeguarding Advisory Panel.	Essential