



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE: Safeguarding Training Officer

EMPLOYER: Sheffield Diocesan Board of Finance

RESPONSIBLE TO: Head of Safeguarding (Diocesan Safeguarding Officer)

RESPONSIBLE FOR: N/A

OTHER KEY RELATIONSHIPS:

Archdeacon of Sheffield and Rotherham (lead for safeguarding)

Independent Chair of Diocesan Safeguarding Advisory Panel

Diocesan Secretary

Safeguarding Administrator

National Safeguarding Team Learning and Development Managers

Bishop's Chaplain

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Main Purpose of Role

To contribute to the development of and ensure the implementation of the diocesan safeguarding training strategy in line with the Safeguarding Learning and Development Practice Guidance issued by the national church. This will involve delivery of safeguarding training in small groups, either face to face or virtually, to office holders, employees and volunteers in the Diocese of Sheffield in line with training materials set out by the national church.

Main Duties and Responsibilities

1. Lead the Diocese's implementation of the Safeguarding Learning and Development Practice Guidance.
2. Organise and deliver a rolling programme of safeguarding training in accordance with national guidelines for office holders, employees and volunteers in the Diocese of Sheffield. Some administrative support is available but the postholder will have to undertake some of the administration of courses. An agreed second person will support training courses unless otherwise agreed by the DSO/NST.

3. Ensure accurate records of training undertaken are maintained.
4. Lead a network of suitably qualified and experienced volunteer trainers capable of delivering basic safeguarding training to parish volunteers and supporting the delivery of all in person training courses.
5. Provide monthly reports to the DSO who in turn will report to the Bishop's senior staff team.
6. Attend and report to quarterly meetings of the Diocesan Safeguarding Advisory Panel.
7. Network and liaise with staff from other dioceses involved in safeguarding training to ensure sharing of knowledge and best practice.
8. Attend national and regional network events as required and keep up to date with the latest developments and guidance on safeguarding.
9. Work alongside other members of the Diocesan Safeguarding Team in being available to answer safeguarding queries from parishes, including potentially receiving disclosures from concerned individuals or survivors of abuse, by telephone or email.
10. Be the Diocesan safeguarding team lead for the Safeguarding Dashboards and Hubs. Attend user group meetings and promote use in all parishes across the diocese.
11. Provide ongoing support to the PSO network through the provision of regular opportunities for PSOs to engage in support, training and networking.
12. Undertake other duties as required from time to time.

PERSON SPECIFICATION: SAFEGUARDING TRAINING OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Relevant professional qualification or equivalent (for example social work, education, health, police or children's/youth work). 	<ul style="list-style-type: none"> Training qualification.
Experience	<ul style="list-style-type: none"> Experience of facilitating and delivering training. Experience of working or volunteering in a safeguarding role. Experience of developing a training strategy. 	<ul style="list-style-type: none"> Experience of facilitating and delivering safeguarding training. Experience of working with volunteers in a church or other setting. Experience of supporting victims and survivors of abuse and those making disclosures.
Skills & Knowledge	<ul style="list-style-type: none"> An understanding of current safeguarding legislation. An understanding of the current Disclosure and Barring Service. Excellent presentation skills. Good IT skills and familiarity with Outlook, Word, Excel and Powerpoint, Zoom, Teams. Good interpersonal skills and the ability to network and build effective working relationships. Good organisational skills with the ability to plan and prioritise work. Able to work collaboratively as part of a team. Ability to maintain a high level of confidentiality particularly in relation to safeguarding. 	<ul style="list-style-type: none"> Knowledge of legal frameworks relating to safeguarding. An understanding of the culture of the Church of England.
Personal	<ul style="list-style-type: none"> Commitment to the aims and ethos of the Diocese of Sheffield. Own transport or ability to travel throughout the diocese. Willing to work flexibly. Evening and/or weekend work will be required for the delivery of training. 	<ul style="list-style-type: none"> A sympathetic and professional understanding of the Christian faith and its implications for responsible safeguarding measures in the Church.

Last updated December 2025