



THE DIOCESE OF SHEFFIELD

ROLE DESCRIPTION

ROLE TITLE:	Anti- Harassment Advisor (AHA)
EMPLOYER:	Sheffield Diocesan Board of Finance
KEY RELATIONSHIPS:	Volunteers Parishes, both lay and ordain people, paid & unpaid Ecumenical Partners Bishopsroft Office HR Manager
RESPONSIBLE FOR:	N/A

Introduction to the Role

Following the introduction of the Diocese of Sheffield's Dignity in Ministry & at Work Policy, as part of our support to all within the Diocese of Sheffield, we are looking for Anti-Harassment Advisers, who individuals can approach in confidence, if they feel they have been harassed in a church context.

Background

A diocesan commitment to encouraging and sustaining healthy working relationships in ministry and employment; to embed a culture of mutual respect where bullying, harassment and discrimination are not tolerated across the Diocese of Sheffield; and to provide healing where unwelcome behaviour has affronted an individual's dignity – thereby contributing to a more Christ-like Church for the sake of God's people. We must think afresh about inequalities in our communities, imbalances in power relationships, and what it means to be human in those settings.

Role Objectives

- To identify the behaviours taking place
- To help individuals to identify the available options
- To reduce the level of conflict
- To escalate where necessary

Main Responsibilities

- Active listening to the individual who believes they are being targeted
- Finding out all relevant information, including asking the individual to record examples of unacceptable behaviour
- Helping the individual to identify their options and what outcome they seek.
- Where appropriate, signposting the individual to others who may be able to advise them.

- Giving the individual any appropriate reading material.
- Speaking to the alleged harasser at the request of the individual, or accompanying him/her when they speak to the alleged harasser.
- Providing objective support in context of any meetings held

Person Specification

Essential:

1. An interest in and commitment to equal opportunities
2. The ability to listen to individuals at all levels
3. The ability to maintain confidentiality
4. The ability to remain calm and objective
5. The ability to deal with difficult situations
6. The ability to understand and maintain the boundaries of this role and those set by relevant legislation

Desirable:

1. Knowledge of relevant legislation
2. Experience of counselling
3. Mediation skills
4. Experience of record keeping and report writing.

Advisers need to be available and accessible and able to spare some time at relatively short notice to see people. Reasonable travel and refreshments expenses will be covered, and an annual review will be arranged for each Adviser.

Application and Selection Process

Applicants are asked to submit their expression of interest with a supporting statement outlining their suitability for the role to the Diocese of Sheffield DBF HR Team at HR@sheffield.anglican.org

Applicants will be invited to an initial conversation with the HR Manager to discuss their suitability for the role. Successful applicants will follow the Church of England Safer Recruitment process (DBS, References and Safeguarding Training), including a Residential Training Requirement.

Please note this role is subject to an enhanced DBS check in accordance with Safer Recruitment and Safeguarding provisions. For further information, please do not hesitate to contact the HR Team at HR@sheffield.anglican.org