



THE DIOCESE OF  
**SHEFFIELD**

**ROLE DESCRIPTION**

<b>ROLE TITLE:</b>	Survivor Support Officer
<b>EMPLOYER:</b>	Sheffield Diocesan Board of Finance
<b>RESPONSIBLE TO:</b>	Head of Safeguarding
<b>RESPONSIBLE FOR:</b>	N/A

*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 THE ROLE**

The role is to be available to support victims/survivors of church related abuse. Each survivor's needs will be different and will require different skills and attributes in a support person. Survivors will be matched with support people who can meet their individual needs. Support people may need to draw upon the skills and experiences of others within the support person pool to assist them at times. The particular role the Survivor Support plays must be agreed in consultation with the victim/survivor and will require proactive engagement via in-person support, telephone calls and online meetings.

**RESPONSIBILITIES**

The Survivor Support, provided the victim/survivor agrees, could be responsible for the following matters:

- Listening to and representing the victim/survivor's pastoral needs.
- Identifying any therapeutic or other needs the victim/survivor may have, and offering choices as how these may be best met.
- Listening to and supporting the victim/survivor's views during the management of the safeguarding concern or allegation.
- Recording any meetings or contact they have with the victim/survivor and passing on relevant information (e.g. to prevent/protect others from harm or any further information supplied in relation to the safeguarding concern or allegation) to the DSA as appropriate, this should be made clear from the outset of the relationship. Records of meetings would include dates,

times, locations and an overview of the meeting rather than a specific and detailed account.

- Liaising with statutory agencies to provide support to the victim/survivor. The support person is not the victim/survivor's advocate at any meeting they attend.

As a Survivor Support you will provide a non-judgmental, safe and confidential space in which victims/survivors can talk about their experiences, empowering each victim/survivor to make informed choices about their reporting and support options. You will need to be available to respond to the needs of the victim/survivor that you are supporting.

### **What you can expect from us: -**

Support from the Diocesan Safeguarding team including the Diocesan Safeguarding Advisor.

### **Supervision/Annual Appraisal**

Regular supervision and an annual appraisal will be offered from an experienced person

### **A Support Buddy**

You will be given support from an experienced 'buddy', who is there to support you as a support person.

### **Training Pathway**

You will be required to have completed the Church of England Basic and Foundation Safeguarding Courses which must be renewed every 3 years and you will require an enhanced DBS.



You will be required to attend the national Support Person Training (three ninety sessions split across a number of weeks) and complete the required reading and pre-session tasks.



You will be given a Diocesan introduction session on the role of a Support Worker.



We will provide Mental Health First Aid, trauma-responsive support and specific individual support as required (sometime within the 3 year period).



As you develop in the role you may find you wish to become a ‘buddy’, providing advice and guidance to a new support person and play a role in the promotion of our Survivor Support Service across the Diocese of Sheffield.

## PERSON SPECIFICATION

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge &amp; Experience</b>	<p>Experience of supporting others</p> <p>Working to House of Bishop’s safeguarding policy and guidance</p> <p>Appreciation of the importance of confidentiality and safe working practice</p> <p>Some prior understanding of the impact of abuse, trauma and trauma informed practice, and a willingness to undergo further training</p> <p>Knowledge, understanding and experience of working with safeguarding issues</p>	<p>Experience of supporting victims/survivors of abuse</p> <p>Knowledge of relevant local agencies and resources</p> <p>Knowledge of Church of England policies regarding responding to disclosure of abuse</p> <p>Knowledge and understanding of formal and informal church systems and structures</p> <p>Understanding of mental health issues, counselling skills and the legal system</p> <p>Understanding of the Christian faith and theology, and the impact upon victims/survivors</p> <p>Experience of delivering a service in statutory, voluntary, community or private setting which involves supporting others</p>
<b>Skills and Abilities</b>	<p>Communicate effectively, verbally and in written form, including face to face, via</p>	<p>Balance competing needs and interests</p>

	<p>telephone and online forums</p> <p>Deal sensitively with challenging and emotionally charged situations, demonstrate empathy and control own emotions</p> <p>Good listening skills</p> <p>Able to set appropriate boundaries whilst working flexibly to provide support to a victim/survivor when they need it</p> <p>Promote victim/survivor's needs, interests and values</p> <p>Awareness of own limitations and know when to seek support for self and additional support for victim/survivor</p> <p>Willingness and ability to engage in support and supervision</p> <p>Maintain secure and accurate records</p> <p>Empathic, honest, reliable and open-minded</p> <p>Work collaboratively as part of a team whilst maintaining appropriate confidentiality</p>	
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**Updated July 2023**