



Arthur Findlay College

Stansted

Job Title:	Safeguarding Officer
Department/Location:	Spiritualists' National Union (Group) Stansted (Onsite) some travel will be required.
Staff Responsibilities:	Not applicable – subject to change
Reports to:	Operations Manager – Head Office
Hours of work:	35 (9am – 5pm, with 1-hour unpaid lunch)
Job Type:	Fixed-term contract: 12 months, subject to review and potential extension
Salary Range:	£35 - 40,000 per annum (dependant on experience)
Additional:	Role and offer are subject to successful completion of an enhanced DBS check.

Role Purpose:

The Safeguarding Officer plays a vital role in supporting the development, implementation, and oversight of safeguarding practices across the Spiritualists' National Union (SNU). The Union comprises Spiritualist Churches, individual members, and affiliated bodies, and delivers educational courses both remotely and in person at the Arthur Findlay College.

In this role, you will be responsible for promoting safeguarding awareness and ensuring compliance with relevant legislation and the Union's Safeguarding Policy. You will design and deliver training to a diverse range of stakeholders, including Employees, Trustees, Ministers, Voluntary Safeguarding Officers, and administrative personnel.

Working closely with the Operational Manager, Chief Operating Officer, Board of Trustees, Church members, and volunteers, you will help strengthen and enhance safeguarding support throughout the Union.

Principal Responsibilities:

Safeguarding Policy and Governance

- Promote and implement the Union's Safeguarding Policy and related guidance across the wider group including, Churches, Districts, and the Arthur Findlay College
- Provide advice and guidance on the application of safeguarding policies to all stakeholders
- Update and coordinate safeguarding policies and procedures to reflect current legislation and best practice
- Advise on safeguarding and risk assessment protocols for national and local events
- Collaborate with the Trustee Safeguarding Lead to support the Safeguarding Panel, including regional leads and key staff
- Facilitate discussions with the National Executive Committee, Districts, and Churches to promote a safe culture and address barriers to implementation
- Design and implement serious incident protocols in collaboration with senior leadership
- Review services and operational practices to ensure safeguarding standards are upheld
- Monitor changes in safeguarding legislation and ensure Union-wide compliance
- Support internal audits and contribute to external inspections or reviews related to safeguarding

Safeguarding Cases and Incident Management

- Respond appropriately to disclosures or concerns and escalate to the Chief Operating Officer, Operational Manager, or Board of Trustees as needed
- Manage and support safeguarding cases across the Union
- Maintain accurate, confidential records of safeguarding alerts, incidents, and investigations
- Liaise with internal departments to identify and manage safeguarding alerts
- Liaise with statutory agencies to ensure timely and informed decision-making
- Collate and analyse safeguarding incident data for reporting to the National Executive Committee
- Ensure victims of abuse or maltreatment are supported sensitively and appropriately
- Lead or support safeguarding responses during critical incidents, including emergency actions and post-incident reviews
- Ensure debriefing and emotional support is available for those involved in safeguarding incidents

Safeguarding Training and Development

- Source or develop safeguarding training for Employees, Trustees, Ministers, local Safeguarding Officers, and Arthur Findlay College staff and volunteers
- Ensure training remains appropriate, effective, and aligned with current safeguarding standards
- Maintain training records in accordance with the Safeguarding Policy
- Support the development and review of the Union's safeguarding training needs analysis
- Provide briefing, debriefing, and access to wellbeing support for individuals involved in safeguarding practices
- Represent the Union at external safeguarding forums, networks, and multi-agency meetings

Suitability Checking and Compliance

- Facilitate DBS and other disclosure applications in line with the Safeguarding Policy
- Maintain a register of roles requiring suitability checks and ensure timely completion
- Coordinate with relevant departments to manage suitability requirements for new award-holders and appointees
- Ensure safeguarding records and personal data are stored securely and in compliance with data protection regulations (e.g., GDPR)
- Develop protocols for secure sharing of safeguarding information internally and externally

Stakeholder Engagement and Culture Building

- Act as a key point of contact for safeguarding matters across the Union
- Build and maintain effective relationships with statutory agencies, local authorities, and safeguarding boards
- Champion a proactive safeguarding culture focused on prevention, early intervention, and empowerment
- Promote inclusion, equality, and diversity in all safeguarding practices
- Encourage feedback from service users and stakeholders to improve safeguarding provision

Additional Duties

- Attend meetings, training sessions, and professional development activities as required
- Always maintain confidentiality and ensure safeguarding processes are handled with discretion
- Undertake such other duties as may be required by the Union to deliver on the objectives of the Organisation.

Internal and External Relationships

Internal

- President and CEO
- Chief Operating Officer
- National Executive Committee (Board of Trustees)
- Spiritualists' National Union Head Office Managers and Employees
- Arthur Findlay College Managers and Employees
- District Council, Church Members and volunteers

External

- Charity Commission
- Governmental and Legislative bodies
- Suppliers: Solicitors and Insurers

Planning and Organisational

In collaboration with the senior leadership, Church Liaison Officers and Safeguarding volunteers; strategically plan, coordinate, and implement safeguarding structures, processes, procedures and training that align with legislation, organisational goals, operational needs, and future growth.

Project manages activities to facilitate major service/operational changes.

Qualification, Knowledge and Experience**Essential Qualifications & Knowledge**

- Safeguarding Level 4 qualification or equivalent
- GCSE English and Maths (or equivalent)
- Strong understanding of UK safeguarding legislation and statutory guidance (e.g., Children Act 1989/2004, Care Act 2014, Working Together to Safeguard Children)
- Knowledge of DBS and suitability-checking protocols
- Understanding of GDPR and data protection principles as they relate to safeguarding
- Awareness of safeguarding challenges within faith-based, charitable, and membership organisations
- Awareness of trauma-informed practice and mental health considerations
- Commitment to equality, diversity, and inclusion in safeguarding practice
- Basic understanding of organisational governance and risk management
- Familiarity with multi-agency working and referral thresholds

Experience

- Proven experience in safeguarding coordination or a similar role
- Experience managing safeguarding cases within an organisational setting
- Experience working in a charity, religious, or membership-based organisation
- Experience supporting the development and implementation of safeguarding policies
- Experience liaising with statutory agencies and external safeguarding bodies
- Experience delivering safeguarding training or briefings
- Experience maintaining confidential records and handling sensitive information

Professional Approach

- Willingness to participate in ongoing training and professional development

* Please note role and offer are subject to successful completion of an enhanced DBS check.

Skills, Abilities & Competences

Skills & Personal Qualities

- Strong communication and interpersonal skills, with the ability to engage diverse stakeholders and manage difficult conversations
- Objective, empathetic, and confident when handling sensitive safeguarding matters
- Committed to confidentiality, data protection, and high safeguarding standards
- Proactive, self-motivated, and able to work independently or collaboratively
- Willing to challenge appropriately to promote welfare and uphold safeguarding practice
- Strong organisational, problem-solving, and decision-making skills, including under pressure
- Positive attitude with a commitment to continuous learning and professional development
- Ability to influence and embed a safeguarding culture across the organisation

Technical & Professional Skills

- Skilled in designing and delivering training for varied roles and learning styles
- Competent in office administration, record-keeping, and policy support
- Analytical skills for interpreting safeguarding data and producing reports
- Digitally literate, with experience using safeguarding platforms and secure databases

Variation to Job Description

Spiritualists' National Union reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.