



Safeguarding Co-Ordinator

Job Title: Safeguarding Co-Ordinator Hours: Volunteer – 4 Hours per week
Department: Operations Team
Reports To: Senior Leaders & Board of Trustees

POSITION RESPONSIBILITIES:

Overview

To lead the leadership and church awareness of the need to safeguard adults with additional care & support needs and children.

To be responsible for implementing the church's safeguarding policy and responding appropriately to concerns as well as supporting the lead recruiter in managing Safe Recruitment of staff and volunteers.

Reporting to the Senior Leaders, this role is an incredibly important opportunity to ensure that Revive Church is a safe place for everyone in our church family and the wider community. We will work with the successful candidate to establish meaningful targets, but the **key roles and responsibilities** are as follows:

- The preparation and implementation of a safeguarding policy and its review annually.
- Ensuring safeguarding policies and procedures are known and followed by leadership, staff, volunteers & church.
- Acting as an advocate on behalf of children and adults in need of protection.
- Arranging and making sure workers and leaders attend relevant training e.g induction, refresher etc
- Keeping accurate records relating to safeguarding concerns in accordance with Data Protection Guidelines
- Regularly informing the Leadership on good practice issues eg reports to Trustees
- Working in partnership with statutory and other agencies e.g. Charity Commission, Disclosure & Barring Service, CCPAS
- Act independently in reporting concerns of abuse to the statutory authorities, including Local Authority Designated Officer, Children's or Adult Social Care (formerly Social Services) or the Police.



Person specification

Essential skills and experience:

- This person must love God and have a personal relationship with Jesus Christ.
- Live out Revive Churches CODE - our core values as part of your day to day life www.revivechurch.uk/about/the-code/ .
- A regular tithing churchgoer who is already regularly attending Revive Church for a minimum of 6 months.
- A disciplined devotional life which informs your faith and life.
- Some working knowledge of organizational safeguarding
- A team player with experience of developing and coordinating teams of volunteers.
- Confident in handling confidential and sensitive information.
- Confident IT skills including Microsoft Office.
- A genuine interest in people.

Terms and Conditions

- This is a volunteer role with irregular hours as required – approx. 4 hours a week.
- Hours to be carried out flexibly as and when concerns arise.
- The appointment will be subject to an enhanced DBS check.
- There will be a six-month probation period.
- Training will be provided and handover with current Safeguarding Coordinator.

How To Apply

1. Head over to www.revivechurch.uk/join-the-team to fill out an application form online
2. We will review your application short list candidates within 1 weeks of the closing date and invite this list of candidates for interview.