

ASSISTANT CIRCUIT SAFEGUARDING OFFICER

We are seeking to appoint a part-time Assistant Circuit Safeguarding Officer to assist with the provision of a professional and effective safeguarding service across the Aire and Calder Circuit.

This is a new post and the person appointed will support the Circuit Safeguarding Officer to administer and deliver all aspects of safeguarding policy, practice, and record keeping.

The successful applicant will need to be able to:

- Promote the safety and well-being of all children and vulnerable adults within the circuit.
- Keep up-to-date with safeguarding procedures and to always work within that framework.
- Work in partnership with the Circuit Safeguarding Officer and under their guidance.
- Work closely with the Church Safeguarding Officers.
- Verify documents and arrange completion and renewal of DBS applications in conjunction with the Church Safeguarding Officers.

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

NEXT STEPS & MAIN TERMS

Hours of work:	An average of 5 hours per week (the average being calculated on a four-weekly basis) worked flexibly in agreement with your Line Manager which may include some evenings and weekends. (Core hours will be agreed on appointment.) You will not be expected to work on more than two days per calendar week
Contract:	Permanent
Rate of pay:	£13.00 per hour, with optional enrolment in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office, Sandal Methodist Church, 253 Barnsley Road, Wakefield, WF1 5NU but working Circuit-wide.
Next steps:	For more information and an application pack, please contact the Circuit Administrator, Heather Turner, via 07731 798227 or admin@aireandcaldercircuit.org.uk
Closing date:	Monday, 17 th March 2025 at 12 noon
Interview date:	Friday, 21 st March 2025
Start date:	As soon as possible

To learn more about our Circuit and the work that we do, please visit:

www.aireandcaldercircuit.org.uk