

PARISH SAFEGUARDING LEAD AND PASTORAL SUPPORT
CLIFTON

JOB PROFILE	
Title:	Parish Safeguarding Lead & Pastoral Support
Contract:	Permanent (subject to funding)
Reports to:	Team Rector
Location:	Clifton Parish
Basis of employment:	Part Time – 15 hours per week
DBS check required? (Yes/No)	Yes
Special conditions of employment	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated	Sept 2026

PURPOSE OF ROLE
To oversee safeguarding in the parish, including safer recruitment of volunteers, delivering training, responding well, making referrals and offering pastoral support.

MAIN RESPONSIBILITIES
SAFER RECRUITMENT • Follow due process to safely recruit all volunteers agreed by the PCC. • Deliver training sessions according to need. • Ensure that structures, processes and systems are in place to maximise effectiveness. SAFEGUARDING REFERRALS • Ensure church policies, procedures and communications are up to date. • Be the first point of contact for safeguarding referrals and follow-ups. • Work closely with the diocesan safeguarding team on new and ongoing cases. • Liaise with statutory organisations and attend meetings on behalf of the church. PASTORAL SUPPORT • Pastorally support church members and the wider community. • Other related tasks as required.

ROLE DIMENSIONS

Key relationships – internal	Team Rector Team Vicar Children & Families Workers Youth Workers Volunteer Team Parish Safeguarding Officer PCC
Key relationships – external	Other churches in Clifton Diocesan Safeguarding Team Statutory Organisations Third Sector organisations

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	Passionate and vibrant personal Christian faith which inspires others in their walk with God. Personable and resilient.	
Competencies and Skills	Excellent organisational and communication skills. Able to maintain clear boundaries and uphold matters of confidentiality. Ability to work as part of a team. Competent user of Microsoft office products (word, excel etc).	Safeguarding training. Mental Health training.
Qualification and Experience	Educated to A level standard or equivalent level of work experience.	Experience in social care. Experience of problem solving and conflict management.
Knowledge and understanding	Knowledge and good understanding of relevant safeguarding policies, procedures and ethos.	
Special Requirements	Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 15 hours per week, Sunday to Thursday. It is expected that staff members will be active members of Church including Sunday services. Flexible working essential according to the needs of the role and responsibilities. Monthly pastoral supervision will be provided.
Salary	The salary range for this role is £12,857 (£30,000 pro rata) plus 5 % pension contributions and 3% employee contribution.
Holiday	25 days holiday per annum plus 8 bank holidays (pro rata) where these fall on your usual working day.
Probation	4 months