



## **Job Description for Church Safeguarding Coordinator**

- The implementation of the safeguarding policy.
- Ensuring safeguarding procedures are followed.
- Acting as an advocate on behalf of children and adults in need of protection.
- Keeping accurate records of safeguarding concerns.
- Be involved in the safe recruitment of volunteers.
- Facilitate the training of volunteers in the issues of safeguarding.
- Communicate with the church that child protection is the responsibility of all.
- Become familiar with all the children's activities and children's workers in their church.
- Ensure all people who have unsupervised access to children are DBS checked.

### Skills required

- Good motivational, listening and interpersonal skills.
- Able to work as part of a team.
- Attention to detail, administrative skills, prepared to learn.
- Maintain confidentiality.

Accountable to the Church Leader.