



## **National Safeguarding Lead**

<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Administrator</b>
<b>Place of Work:</b>	<b>Elim International Centre, Malvern/Hybrid (</b>
<b>Working hours:</b>	<b>Full-time 36.25 hours</b>
<b>Salary range:</b>	<b>£44,000 - £48,000</b>

## INTRODUCTION

The Elim Pentecostal Church (or its legal name: Elim Foursquare Gospel Alliance) is a UK-based Pentecostal Christian denomination and represents a global network of 500 plus churches in the UK and thousands overseas, operating in over 50 countries worldwide. Elim International Centre (EIC), our central administrative office is based in Malvern, Worcestershire where Regents Theological College is also co-located. EIC has approximately 100 staff. [www.elim.org.uk](http://www.elim.org.uk)

### The Role:

We are seeking a dedicated and compassionate safeguarding professional with extensive experience in the safeguarding of children and adults as well as an understanding of safeguarding in a Church context. You will have a good working knowledge of legislation and guidance relevant to safeguarding across the UK and have an empathy with the mission and ministry of Elim.

This role will allow for hybrid working although you will be required to attend Elim International Centre four days a month and on other occasions as necessary. However, the nature of this role requires some flexibility in terms of working hours and place of work. It will require occasional weekend and/or evening hours with occasional nights away from home including attending some of Elim's events such as Elim Leaders' Summit and Limitless Festival.

### Job description

Duties will include:

- Provide line management to the National Safeguarding Team (NST) and ensure it is operating in line with the law, government guidance and national practice guidance.
- Continue the development, implementation and review of Elim's safeguarding strategy.
- Chair Elim's Executive Safeguarding Group including overseeing preparation of agenda and minutes.
- Oversee case management and ensure timely progress of cases, investigations and communication to relevant stakeholders.
- Develop and review policies and procedures and monitor their implementation.
- Oversee the continued development of Elim's safeguarding training provision.

- Deliver training and on occasions attend church services to speak on safeguarding.
- Work with the NST in supporting victims and survivors of abuse on behalf of Elim.
- Support and advise churches and Elim departments on responding appropriately to children and adults who may have been abused.
- Provide general advice and support to churches and Elim departments.
- Develop and maintain excellent working relationships both internally and externally.
- Network with safeguarding leads from other organisations.
- Provide regular safeguarding reports to the Administrator and National Leadership Team

## THE PERSON

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Batchelors degree or relevant professional qualification or proven experience in a relevant safeguarding field or professional capacity</li> </ul>	Minimum of 5 years' experience in a professional safeguarding role
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Recent and significant professional safeguarding experience (children and/or adults)</li> <li>• Sound knowledge of current legislation, policy and best practice in the protection of children and adults</li> <li>• Experience of contributing to policy and practice development and implementation</li> <li>• Experience of interpreting information legislation and guidance into organisational best practice</li> <li>• Evidence of preparation and delivery of training</li> <li>• Evidence of effective people management</li> <li>• Evidence of successfully handling sensitive situations effectively and confidentially</li> <li>• Excellent oral and written communication skills</li> <li>• Sound judgement and decision making</li> <li>• Highly developed skills in mediation and conflict resolution</li> <li>• Able to demonstrate a high level of enthusiasm, commitment and attention to detail</li> <li>• Able to analyse and interpret highly complex and conflicting information and to communicate these in a clear way to all levels of staff</li> <li>• Ability to anticipate risk and proactively mitigate</li> <li>• Ability to forge effective relationships with a wide range of individuals and organisations and to work effectively in a multi-disciplinary environment</li> <li>• Team player, co-operate with other staff to achieve results</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in or alongside churches regarding safeguarding matters and the application of safeguarding measures in a church context</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Honesty and integrity</li> <li>• Enthusiastic and ambition to deliver change programmes</li> <li>• Organised, flexible, innovative and adaptable</li> <li>• High level of political astuteness and sensitivity</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to travel where delegated and appropriate</li> <li>• A valid UK driving licence and access to own vehicle</li> <li>• IT literate and advanced working knowledge and computer proficiency of all Microsoft Office packages (e.g. word processing, spreadsheets, PowerPoint, email and internet use)</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally from an Elim background, with some understanding of the Elim Ethos</li> </ul>

**\* Please note: There is a genuine occupational requirement for this role to be held by a person who subscribes to Elim's foundational truths.**

## **FURTHER DETAILS**

This vacancy will close on Sunday 16 February 2025

Interviews will take place on Wednesday 26 February 2025 at Elim International Centre, West Malvern.

Please forward the following to Alison Dunsmore, HR Manager by e-mail:-

- A full curriculum vitae and
- A covering letter setting out your reasons for applying and how you consider that you meet the person specification for this post.

Applicants are encouraged to find out more about Elim Foursquare Gospel Alliance, its ethos and activities via [www.elim.org.uk](http://www.elim.org.uk).

Further details regarding the interview process will be sent out to the interviewees ahead of the scheduled interview date.

To be considered for this role, all applicants must currently have the right to work in the UK or will have secured the right to work in the UK by the date of commencement of employment and have a satisfactory DBS (or national equivalent)

## **CONTACT**

**Alison Dunsmore**     **HR Manager**  
Email:                 [alison.dunsmore@elim.org.uk](mailto:alison.dunsmore@elim.org.uk)  
Direct Phone:        01684 588937

**Sarah Bale**             **Administrator**  
Email:                 [sarah.bale@elim.org.uk](mailto:sarah.bale@elim.org.uk)  
Direct Phone:        01684 588913