

**JOB DESCRIPTION**  
**DIOCESAN OFFICER FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

**ROLE PURPOSE**

The Diocesan Bishop should appoint an officer to take responsibility on behalf of the Diocese for ensuring that the Church's responsibility for protecting vulnerable people, both children and adults, is carried out in accordance with the Law and complies with the Scottish Episcopal Church's policies on the protection of children and vulnerable adults.

The role of the Diocesan Protection Officer is one of responsibility and confidentiality and should be undertaken by someone of competence who can command the respect and trust of others. While knowledge of child and adult protection is not essential, a background in this type of work would be of benefit. The diocesan protection officer is supported by the Provincial Officers for the Protection of Children and Vulnerable Adults and, whilst executive duties are likely to be delegated to the diocesan protection officer, the Church remains ultimately responsible for the implementation of the Church's policies and compliance with the law.

**DUTIES**

- To monitor and support the implementation of the SEC's Policies of the protection of children and vulnerable adults in the Diocese.
- To ensure that all charges have the contact details of the Provincial and Assistant Provincial Officer and Diocesan Protection Officer and are aware of the respective responsibilities of the Officers.
- To be responsible for maintaining an accurate record of the appointments of congregational coordinators and to advise the Provincial Office of any changes. The appointment of congregational coordinators is a Diocesan rather than Provincial responsibility but congregational coordinators should be made aware that their details will be held on the General Synod Office database. The information will be used only for the purposes of the Provincial Office.
- To support congregational coordinators, ensure that they possess the relevant paperwork for the function, have provided appropriate references and their appointment is ratified by the Diocesan Bishop.
- To advise coordinators of changes in policy, practice and legislation by the provision of update sessions in conjunction with the Provincial Officers and, as appropriate, to deliver training on relevant issues alongside the Provincial Officers.

- To undertake an annual audit of compliance with SEC policy and procedures for the protection of children and vulnerable adults.
- To obtain copies of, and collate data from AGM reports from all Charges and prepare a report for the Diocesan Synod.
- To ensure that all new licensed ministry vacancies include 'subject to a membership of the PVG Scheme' in advertisements and to ensure that when a candidate is chosen for appointment a PVG Scheme membership application is submitted.

Diocesan Protection Officers are not authorised to give advice or comment on confidential matters concerning PVG Scheme membership and all matters of a confidential nature must immediately be referred to the Provincial Officer. The Diocesan Protection Officer should consult with and assist the Provincial Officers to maintain the awareness of Protection issues within the Diocese.

The Diocesan Protection Officer should be familiar with the all publications relating to the Protection of Children and Vulnerable Adults as issued and revised by the Provincial Office from time to time.

Copies of the Diocesan Report should be submitted to the Provincial Officer so that the Provincial Committee for the Protection of Children and Vulnerable Adults can monitor the implementation of the Policy throughout the SEC.