

# Job Description



1	<b>Job Title</b>	Safeguarding Person
2	<b>Term of Office</b>	2 years
3	<b>Responsible to</b>	Church Board
4	<b>Job Summary</b>	
	To take the lead on safeguarding matters in the local church.	
5	<b>Primary Functions and Responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Ensure that the Keeping the Church Family Safe policy and guidance is followed and understood by local volunteers and staff</li> <li>• Provide support, guidance and training to staff and volunteers on safeguarding matters</li> <li>• Attend training provided by the Irish Mission and other entities to ensure that they are up-to-date with current legislation and best practice in safeguarding</li> <li>• Advise the local church, where necessary on recruitment procedures in relation to safeguarding</li> <li>• Maintain confidentiality at all times</li> <li>• Other duties as necessary</li> </ul>	