

Job title: Safeguarding Quality Assurance Analyst

Line Manager: Quality Assurance Manager

Role Purpose:

To provide effective audit and quality assurance capability to the Catholic Safeguarding Standards Agency to develop and maintain exemplary safeguarding practice across the Catholic Church in England and Wales. The role will contribute to ensuring that the voice and experience of survivors is the learning that permeates every aspect of CSSA policy, practice and culture.

Key Responsibilities:

- To ensure that survivors and victims of abuse receive respect, are listened to, are learned from, individually and collectively as wise consultees.
- To be part of a motivated quality assurance team dedicated to developing and reviewing safeguarding standards in compliance with the agreed operating framework.
- To audit national safeguarding standards and ensure quality and compliance by all church bodies that are required to uphold them.
- To contribute to the development of, and deliver, an effective audit programme to ensure that high standards are maintained, within an explicit and effective quality assurance framework which is understood and committed to by all stakeholders and ensuring the principles of audit are adhered to at all times.
- To follow key lines of enquiry from self-assessments, baseline and thematic audits, and complaints to establish an accurate account of the quality of service delivery of safeguarding practice across Church bodies.
- To contribute to continuous improvement of effective safeguarding practice across the Catholic Church in England and Wales.
- To undertake complaint investigations referred to the CSSA as per the Complaints Policy.
- To contribute to a collaborative working culture within the CSSA and with external stakeholders.
- To work collaboratively with diocesan and religious Safeguarding Leads and Safeguarding Coordinators to develop effective and consistent safeguarding practice, exchanging knowledge and experience generously.
- To help diocesan and Religious Safeguarding Coordinators and religious Safeguarding Leads understand their responsibility to comply with national safeguarding standards within their individual diocese or Religious Order.
- To provide clear instruction on remedial action and support operational Safeguarding Leads and Coordinators in achieving compliance and improving quality, where poor practice or non-compliance with CSSA standards is identified.
- To contribute to the CSSA being at the forefront of safeguarding best practice.
- To build constructive and professional relationships with stakeholders across Faith communities, service providers and statutory authorities, ensuring that there is mutual understanding of roles, needs and expectations.
- To engage with diocesan and ICLSAL stakeholders to improve practice.
- To undertake monitoring and evaluation of operational effectiveness in partnership with the CSSA Quality Assurance Manager.
- To provide reports, presentations and briefings to a range of audiences.
- To identify and report any risks arising in the work of the CSSA to the Quality Assurance Manager and help develop immediate remedial steps and evaluate success.
- To celebrate good safeguarding practice in the Church.
- To contribute to development of safeguarding training across the Catholic Church in England and Wales.
- To maintain continuous awareness of safeguarding legislation, policy, sector developments and quality standards to ensure that CSSA maintains compliance across the Church.
- Contribute to data collection and production of performance data for reports and meetings.
- Any other related activities that may be required by the CEO.

Person Specification

Competency	Criteria	Assessment
An accredited Safeguarding qualification	Certificated	<ul style="list-style-type: none"> Covering letter CV
Relevant operational experience within a safeguarding compliance and/or enforcement environment.	Provides evidence.	<ul style="list-style-type: none"> Covering letter CV Interview
Provides examples of drawing and communicating learning from audit activity	Provides examples	<ul style="list-style-type: none"> Covering letter Interview
Demonstrates extensive knowledge and application of statutory safeguarding legislation and guidance for children and/or adults at risk.	Provides evidence.	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates empathy and engagement with victims and survivors of abuse	Demonstrates an understanding of the need to listen and learn from people's experiences	<ul style="list-style-type: none"> Covering letter CV Interview
Experience of designing and implementing quality assurance activities	Provides examples	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong track record of engaging with dispersed organisations to audit and assess effective safeguarding policy and practice	<ul style="list-style-type: none"> Evidence of engaging with relevant organisations Evidence of auditing effective safeguarding policy 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a strong record of reviewing compliance with complex policy in a diverse range of settings	<ul style="list-style-type: none"> Broad and deep understanding of Safeguarding best practice 	<ul style="list-style-type: none"> Covering letter CV Interview
Thinks and works systematically and analytically, making and delivering outcome driven policy	<ul style="list-style-type: none"> Provides examples of positive strategic and tactical outcomes with supporting evidence 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working in partnership with peers and stakeholders to deliver improved policy and practice	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates strong analytical and information processing skills, combined with an ability to summarise and communicate information effectively	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Able to produce accurate, concise and clear reports based on sound professional judgement.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview

Desirable

- Experience of working within the Catholic Church and/or charity sector