

CIRCUIT SAFEGUARDING OFFICER

We are seeking to appoint a part time Circuit Safeguarding Officer to lead on the provision of a professional and effective safeguarding service across the Leeds South & West Methodist Circuit. The Circuit Safeguarding Officer will work with the wider Circuit Team to ensure that the Circuit has a robust approach to safeguarding and will be a point of contact between the Regional Officer for Safeguarding (ROS) and local churches. They will also lead in the management of any safeguarding concern being held at Circuit level.

This is a new post and the person appointed will be a knowledgeable and experienced safeguarding enthusiast who will administer and lead on the delivery of all aspects of safeguarding policy, practice, and record keeping. As part of their role, the successful applicant's responsibilities will be to:

- Promote the safety and well-being of all children and vulnerable adults within the Circuit.
- Act as first point of contact, working closely with the ROS, Superintendent and Circuit ministers on relevant safeguarding matters and concerns.
- Keep up to date with Methodist policies, procedures and guidance around safeguarding and implement changes in the Circuit where necessary.
- Liaise with, assist and support Church Safeguarding Officers in their role.
- Keep accurate records of training, DBS checks and safeguarding concerns.
- Facilitate (and deliver Foundation) safeguarding training within the Circuit.

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

NEXT STEPS & MAIN TERMS

Hours of work:	An average of 7 hours per week, the average being calculated on a four-weekly basis, with core hours of 1:00 pm to 3:00 pm on Wednesdays, in agreement with your Line Manager, which may include some evening and weekend working. Actual days, start and finish times will be variable in accordance with the needs of the Employer. You will not be expected to work on more than 3 days in a calendar week.
Contract:	Permanent
Rate of pay:	£17.00 per hour, with the option to enrol in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office, Wesley Road Chapel, Armley, Leeds, LS12 1UL and your home address but working circuit-wide.
Next steps:	For more information and an application pack, please contact Cathy Boocock via cathy@lswmethodists.org.uk or 0113 279 4816.

Closing date:	Monday, 1 st June 2026 at 12 noon
Interview date:	Tuesday, 16 th June 2026
Start date:	As soon as possible

To learn more about our Circuit and the work that we do, please visit:

www.lswmethodists.org.uk