



LINCOLN DIOCESAN CURSILLO

DRAFT JOB DESCRIPTION 12 – SAFEGUARDING CO-ORDINATOR

1. To be the point of contact for safeguarding advice within the Lincoln Diocesan Movement
2. Have a working understanding of The Church of England House of Bishops' 5 booklets of safeguarding guidance
3. The Secretariat has the legal responsibility to adopt, implement and monitor the Policies. The Safeguarding Co-ordinator should ensure the Secretariat reviews their Safeguarding Policy every 3 years.
4. To advise the Secretariat on safeguarding aspects of any activity discussed
5. Be able to work within a framework of Confidentiality
6. To ensure all relevant posters are displayed at all Cursillo events
7. To take responsibility for the appropriate appointment process for any Volunteer applying to be on Secretariat or to be on the Team for a Cursillo event
8. Encourage all Cursillistas, but especially those in or considering office, to attend safeguarding training within their own deaneries
9. Inform the LD and SD of any concerns reported to him/her, and refer them on to the Diocesan Safeguarding Officer if deemed wise