

Safeguarding Director

Job Description

Summary

The Safeguarding Director is responsible to assist in implementing the *Safe Church Policy* of the Anglican Diocese of Pittsburgh and in maintaining a culture of safety for the children and vulnerable adults of the diocese.

This position is part-time, hourly with an expectation of 5 hours/week on average. The position reports to the diocesan Director of Administration.

Primary Duties & Responsibilities

- Develop and promulgate appropriate policies and procedures to maintain compliance with the canons of the province and diocese.
- Work with congregations to maintain full compliance with the *Safe Church Policy*.
- Work with diocesan leaders to achieve and maintain compliance with the *Safe Church Policy*.
- Maintain positive relationships with pastors, church staff, and diocesan staff and answer questions regarding the *Safe Church Policy*.
- Supervise the scheduling of policy training sessions as needed.
- Liaison for diocesan Reports Receivers, the diocesan Reports Investigation Committee, and diocesan staff as needed.
- Communicate with Diocesan Council to maintain the *Safe Church Policy* and to assist in making any necessary updates to stay in compliance with the canons of the province.