

## **SAFEGUARDING COORDINATOR / DESIGNATED LIAISON PERSON (DLP)**

**ROLE TITLE:** Safeguarding Coordinator / Designated Liaison Person (DLP)  
**LOCATION:** The Provincialate, Temple Park, Richmond Avenue, Dublin 6.  
**CONTRACT:** Part-time (20 hours per week), permanent

### **Background:**

The Spiritans work in service to those in greatest need. For over 160 years the Spiritans have been involved in education, social outreach and parish life in Ireland. Today we educate over 5,000 students in our schools. Spirasi (Spiritans Asylum Services Initiative) is the national centre for the rehabilitation of victims of torture, serving asylum seekers and migrants for over 20 years. *An Tobar*, the Spiritan Spirituality Retreat Centre located outside Navan, is where Spiritans, parish groups, the local community and others can come together to reflect, collaborate and learn. We have four Spiritan-administered parishes in Dublin – Bawnogue, Deansrath, Greenhills and Kimmage – where we focus on lay leadership, youth formation, social awareness and adult participation in faith. As part of the Spiritan global network operating in over 50 countries around the world, some 50 Irish Spiritans are involved in relief and development projects in areas of entrenched poverty and deprivation in Africa, Asia and Latin America.

### **The Role**

The Spiritans wish to recruit a Safeguarding Coordinator / Designated Liaison Person (DLP) to be responsible for safeguarding for the Spiritan Congregation in Ireland. This role includes, but is not confined to, taking charge of:

- Safeguarding policies, procedures, and training
- Reporting allegations to the civil and church authorities, and keeping case files
- Garda vetting
- Liaising with Restorative Justice facilitators and Survivor Groups
- Co-operating with government inquiries.

### **Job Description of Safeguarding Co-ordinator**

- Directing and revising the Spiritan Child Safeguarding Policy and Procedures
- Liaising with, and supporting, Spiritan communities in Ireland to ensure implementation and adherence to agreed safeguarding policies and procedures
- Conducting an annual audit of all Spiritan communities and organisations
- Ensuring that information relating to safeguarding is posted in public places for which Spiritans are responsible
- Providing information to Spiritans and co-workers as and when required
- Reporting directly to the Provincial on all child safeguarding matters
- Facilitating the Safeguarding Committee to develop a Safeguarding Plan, a Communications Plan, and a Training Plan
- Managing and delivering Safeguarding Training for all Spiritans and co-workers and submitting training reports to the NBSCCCI
- Keeping records of all of those who have attended training sessions
- Developing new training sessions in line with new policies and procedures and changes in legislation
- Managing the vetting of all Spiritans and co-workers
- Meeting with and responding to the needs of victims/survivors

**Job Description of Designated Liaison Person (DLP)**

- Hearing child safeguarding concerns and reporting to the civil and church authorities
- Managing child abuse cases and all associated documents
- Liaising with Gardaí, Tusla, Support Persons and Advisors
- Liaising with the Provincial
- Ensuring that all internal and external enquiries are instigated and completed
- Completing an annual report for the Provincial regarding compliance with Safeguarding Standards for the Provincial
- Facilitating meetings of the Monitoring Panel
- Monitoring respondents in conjunction with the Monitoring Panel
- Facilitating meetings of the Advisory Panel
- Ensuring that all relevant documents are recorded and stored appropriately.

**Essential Experience:**

Ideally, the candidate will possess the following qualifications:

- Demonstrable experience and track record of at least 3-5 years in successfully managing and delivering safeguarding support to an organisation
- Track record of bringing creative thinking and fresh ideas to an organisation and its work
- Educated to professional level in one of the following areas: Social Science, Education, or other relevant field
- Self-motivated, decisive, and with strong organisational, multi-tasking and collaborative skills
- IT literacy including MS Office and database packages.

**Garda Vetting:**

The position is subject to satisfactory outcome of the Garda Vetting process.

**Location:**

The position is based in The Spiritan Provincialate, Temple Park, Dublin 6.

**Hours**

20 hours per week at flexible times.

Applications, including a full CV, should be sent to [careers@spiritan.ie](mailto:careers@spiritan.ie) or post to Careers, House 2, Kimmage Manor, Dublin 12, by 6<sup>th</sup> October 2023. References will be required. Canvassing will disqualify.

The Congregation of the Holy Spirit is an equal opportunities employer.