

**FOR THE DIOCESE OF CYPRUS AND THE GULF  
JOB DESCRIPTION/ PERSONAL SKILLS REQUIRED FOR  
THE PROTECTION OFFICER (PO)**

**Job Description**

The PO:

- must fully understand and endorse the reasoning behind the diocese policy and procedures for the Protection of Children and Vulnerable People.
- must understand the different forms of abuse that may be encountered for children and vulnerable persons.
- is the nominated person for the local chaplaincy to sit on the Diocese Group for the Protection of Vulnerable People (DGPVP). This Steering Group is under the chairmanship of the Archdeacon.
- is the person to whom any knowledge of or suspicion of abuse is reported.
- should listen carefully to the allegation and record what is said. as soon as possible and in as much detail.
- without any further investigation, decide who else needs to be informed immediately at local level, and will also report their findings to the DGPVP. That group (or its chairman acting in concert with as many others as may be practicable to ensure swiftest response) will appoint an inspecting officer who will carry out an investigation according to best practice, and will report back to the group etc.
- is likely to be a member of the group which regularly undertakes/instructs on first aid and 'risk assessment' for the local chaplaincy premises and helps with the action planning, documentation and implementation of identified items for correction.
- must be prepared to undertake training as and when required.

## **Essential Requirements**

The Protection Officer (PO) must:

1. be a member (i.e. on the electoral roll) of the Anglican Church where they have responsibility.
2. be appointed and endorsed by the local Church Council.
3. be required to hold a UK CRB, or equivalent, check no more than 1 year old or two reference checks must be taken up.

## **Personal Skills**

The PO must have the following skills:

- Total Confidentiality;
- Ability to Listen;
- Empathy/Sympathy/Respect;
- Good Communicator, both written and verbal;
- Attention to detail (all incidents must be written down as they could be used in legal proceedings);
- Articulate;
- Understanding of appropriate Questioning Skills;
- Trustworthy;
- Calm exterior.

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