

ROLE PROFILE FOR NATIONAL SAFEGUARDING TEAM CASEWORKER

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The National Safeguarding Team (NST) is the Church's central team that works collaboratively with parishes, dioceses and cathedrals to ensure the Church is a safe place for everyone, and especially for children and vulnerable adults.

What you'll be doing

The NST casework team is responsible for safeguarding investigations against bishops and deans as well as cases that are complex or high profile. The team provides supervision, advice and guidance on casework to dioceses and cathedrals. The team lead on National Safeguarding Practice Reviews and collates and disseminates learning from national and local reviews to inform and improve practice.

MAIN DUTIES AND RESPONSIBILITIES

- Working closely with the National Safeguarding Casework Manager to provide professional triage of cases that are brought to the attention of the team, following relevant safeguarding policies and practice guidance with a view to responding well within a diocesan, provincial or national context.
- To contribute to the co-ordination of casework including attending core groups across the national safeguarding team. This could include commissioning and /or undertaking risk assessments and case reviews where appropriate.
- To be trauma informed when engaging with survivors of abuse ensuring that they receive a timely and professional response from the Church.
- To ensure that robust information-sharing, case management and recording are kept up to date.
- To respond to complaints made to the NST about safeguarding practice
- Providing a duty response to safeguarding enquiries and referrals

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Extensive senior-level experience in safeguarding children and adults at a local and regional level including strategic development of safeguarding capabilities and practice.
- Experience working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding including the managing allegations against
- Practitioner/manager experience working with victims or survivors of abuse and adults with mental health issues.
- In-depth knowledge of the statutory framework in relation to safeguarding children and adults
- Experience in contributing to and/or leading case review processes such as Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.
- Experience in communicating with external stakeholder management on safeguarding issues.

Skills & Abilities:

- Understanding of operating at a senior level in the broader safeguarding field including its social and political context.
- Strong verbal communication skills and ability to produce clear written records and reports.

- Ability to work sensitively with survivors in a trauma-informed way and those who are subject to allegations and/or those that may pose a risk.
- Ability to manage and analyse complex and sensitive information and assess risk.
- Demonstrable ability to be a senior member of a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.
- Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.
- Confidence and ability to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.
- A proven ability to develop and sustain relationships at all levels both inside and outside the Church.
- A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues.
- In sympathy with the aims of the Church of England.
- Some understanding of how safeguarding operates within the Church of England.

Qualifications & Training:

- Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.
- Level 3 or above training accreditation in child or adult protection with the ability to demonstrate transferrable knowledge across the client groups.

Circumstances:

The post-holder will be based in London. Some flexible working is required e.g. travelling around the province and working weekends. In addition, there is some scope for flexible working at home subject to negotiation.

Desirable

- Experience of complex investigations.
- Experience working on safeguarding issues at national as well as local/regional levels.
- Experience in designing and/or leading case review processes and identifying and disseminating lessons to be learnt.
- Detailed understanding of Church of England structures and safeguarding policies and practice guidance.

Vacancy Summary

JOB TITLE:	NST Caseworker
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 3 Standard Point
SALARY:	£59,248
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day per week in Church House, with national travel required
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8017788
COST CODE:	22392
PARENT POSITION:	National Safeguarding Casework Manager