



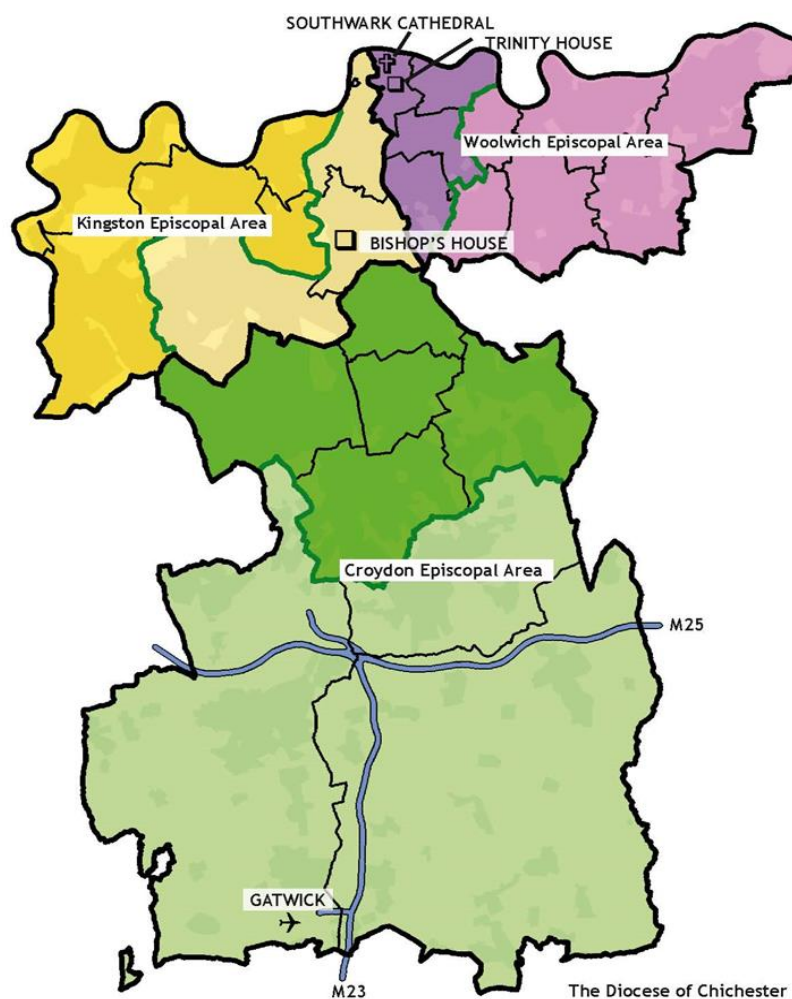
Diocese of Southwark

Diocesan Safeguarding Adviser

Application pack

Closing date: Wednesday 15th April 2020

Interviews will take place on : Friday 24th April





**The Diocese of
Southwark**

Diocesan Secretary

Ruth Martin (Lay Canon)

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20th March 2020

Dear Applicant

Thank you for your interest in the role of Diocesan Safeguarding Adviser (DSA).

This is a key role in our Senior Management Team, to ensure that the work and worship that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest safeguarding standards.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. We have also included the latest safeguarding report, recently submitted to our board of Trustees.

You may also find the safeguarding information on our website of interest, including the recently reviewed publication, "A Safe Church", that outlines our requirements and practices, and the support that we provide to parishes.

We are committed to providing the right resources for Safeguarding, and have grown our team in recent years to make sure that we can respond to needs as they arise.

To apply for the role, please complete the application form through Pathways and submit by 16th April. Interviews for this position will take place on 24th April 2020.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you.

Yours faithfully

Ruth Martin (Lay Canon)
Diocesan Secretary

DIOCESAN SAFEGUARDING ADVISER (DSA)

JOB DESCRIPTION

Job Title:	Diocesan Safeguarding Adviser and Safeguarding Adviser to Southwark Cathedral
Remuneration:	£55,000
Location:	Based at Trinity House, SE1 1HW
Reporting to:	Diocesan Secretary (Bishop's Lead for Safeguarding)
Accountable to:	Bishop of Southwark and the Diocesan Secretary
Responsible for:	Diocesan Safeguarding Team

BACKGROUND:

The diocese is committed to maintaining and promoting the highest professional standards of safeguarding and recognises the importance of safeguarding as an essential part of the Church's mission and ministry.

The staffing levels in the department are kept under careful review and in recent years staffing has been significantly increased.

The management and accountability for this area of work is held centrally by the Deputy Diocesan Secretary on behalf of the Diocesan Bishop and Diocesan Secretary. This will be continued in the future by the Diocesan Secretary being the Bishop's Lead for Safeguarding.

KEY RELATIONSHIPS:

It is essential that the Safeguarding Adviser forms excellent working relationships with: the Diocesan Bishop, the Bishop's Lead for Safeguarding, the senior staff, the independent chair of the Safeguarding Advisory Panel, the Dean and senior Cathedral staff, those in licenced and authorised ministry, deanery / parish safeguarding officers, relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the Metropolitan Police Service and Surrey Police.

JOB SUMMARY:

- To offer leadership, support and advice to the diocese and Southwark Cathedral in the development of its safeguarding arrangements, good practice, policy and training.
- To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse.
- To ensure that those who pose a risk are appropriately supported and managed.
- To advise the diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops.
- To work collaboratively with the National Safeguarding Team, other dioceses and key role holders within the diocese.

MAIN DUTIES AND RESPONSIBILITIES:

1. To manage the Diocesan Safeguarding Team;
2. To oversee the shaping and delivery of an annual training programme for clergy, Parish Safeguarding Officers, paid staff, PCC members and volunteers;
3. To undertake and manage safeguarding casework on behalf of the diocese and Southwark Cathedral and to ensure all work is recorded in line with the House of Bishops safeguarding policy and guidance;
4. To offer the diocese's professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishops' safeguarding policy and guidance;
5. To promote good practice in the support of children and young people and vulnerable adults in church communities across the diocese;
6. To work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse;
7. To give advice and guidance to the Bishop and other church officers on safeguarding matters.
8. To report to the Bishop's Staff Meeting, the Diocesan safeguarding Advisory Panel, Cathedral Chapter and other diocesan bodies on the progress of safeguarding arrangements;
9. To give advice, information and support to victim/survivors of abuse and ensure the diocese responds well to those who have suffered abuse;
10. To undertake and commission risk assessments including those undertaken in line with the Clergy Risk Assessment Regulations;
11. To provide, or co-ordinate the provision of, training on safeguarding matters in line with House of Bishops' Guidance;
12. To facilitate and contribute to the work of the diocesan safeguarding advisory panel, in close collaboration with the Chair;
13. To implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops;
14. To give advice, information and support to PCCs and parish safeguarding officers on the implementation of the policy and guidance issued by the House of Bishops;
15. To oversee the monitoring of implementation of policy and guidance and, where appropriate, to challenge PCCs and parish safeguarding officers on what they have done to implement policy and guidance;
16. To offer advice and assistance in the safe recruitment of staff and volunteers;

17. To inform the National Safeguarding Team when the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue;
18. To ensure that safeguarding records are kept that are accessible, accurate, securely held and able to be analysed.
19. To oversee the completion of Data Subject Access Requests (DSARs) in relation to safeguarding matters;
20. To be responsible for managing and co-ordinating on-call provision, ensuring that responses to emergency requests are managed and followed up on promptly and effectively.
21. To work collaboratively with the National Safeguarding Team and attend national events and activities;
22. To engage in professional supervision and continual professional development;
23. To undertake serious incident reporting to the Charity Commission on behalf of the Diocesan Secretary.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

PERSON SPECIFICATION:

Essential Education & Qualifications:

- Degree level or above.
- Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.

Knowledge/Experience:

- Extensive experience of safeguarding of children and adults;
- Experience of undertaking work at a strategic level of contributing to policy and practice development and implementation;
- Experience of working on and managing cases involving the statutory response to the protection of children/adults;
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults;
- Experience of undertaking statutory case and /or management reviews;
- Experience of undertaking statutory risk assessments;
- Management experience in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults;
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice;
- In-depth knowledge of the statutory framework in relation to safeguarding children and adults;
- Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues;
- Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.
- Experience of communications and external stakeholder management on safeguarding issues with policy-makers, media and other external stakeholders at local and/or national level in a context of public scrutiny;
- Experience of designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

Skills/Aptitudes:

- Understanding of the broader safeguarding field including its social and political context.

- Strong verbal communications skills and ability to produce clear written records and reports;
- Ability to work sensitively with survivors, 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;
- Ability to work collaboratively with a range of stakeholders to influence improvements to practice;
- Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues; and
- Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.

Personal Attributes:

- Confidence to work with 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; and
- To be in sympathy with the aims and mission of the Church of England.

Circumstances:

The post-holder will be based at Trinity House, SE1 1HW. Some flexible working is required e.g. travel around the diocese and work at weekends. The post-holder will be required to attend some meetings, training or events regionally or nationally.

Desirable Knowledge/Experience:

Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults.

DIOCESE OF SOUTHWARK

Diocesan Safeguarding Adviser

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and have meetings in parishes around the Diocese.

Salary

The post has the salary range of £55,000

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

Full-time, 35 hours per week, Monday - Friday

Normally 09:00 - 17:00, but flexibility will be required for evening or out of hours meetings, including occasional weekends.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.



The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance;
- to increase the number of worshipping communities;
- to grow our financial resource base to allow investment in growth for the future;
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.

In 2017 ministers carried out 2,860 funerals, 740 weddings and 3,220 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks.

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make

a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of ‘Lead, Enable, Serve’ and are summarised in the table that follows.



THE DIOCESE OF SOUTHWARK

SOUTHWARK VISION 2017 -2025

HEARTS ON FIRE with a Vision for Growth;

Walking with Jesus and getting to know Jesus better as we journey on
Welcoming all, embracing our diversity and seeking new ways of being church

Growing in numbers, generosity, faith and discipleship as we grow God's Kingdom

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF VALUES

Effective Stewardship of Resources

Collaborative Team Working

Respect for All

Transparent Accountability

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- Under the leadership of the Diocesan Secretary, to have clear responsibilities for decision-making and appropriate accountabilities
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.