

ROLE PROFILE FOR SAFEGUARDING LEAD – LAMBETH PALACE

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

This post offers an excellent opportunity to work in a newly renovated, open, friendly and busy office in unusual and pleasant surroundings.

The post holder will support to the Senior Leadership Team in delivering the objectives of the Archbishop of Canterbury's ministry, helping to ensure the organisation is safe, efficiently run, outward looking and accessible to its wide variety of stake holders.

What you'll be doing

The protection of children and vulnerable adults is the highest priority for the Archbishop of Canterbury. The safeguarding workload of the Archbishops of Canterbury's office has increased in line with the rising profile of the Church of England's work on safeguarding. The Church of England is taking appropriate measures to maintain a safe environment for all. This is particularly important at Lambeth Palace.

The primary focus of this role is to act as a senior adviser on all safeguarding matters to the Archbishop of Canterbury and the Senior Leadership Team at Lambeth Palace. This involves providing professional advice on high level and complex safeguarding matters and related risks. You will ensure proper handling and response to safeguarding matters and promote confidence in safeguarding processes and procedures in conjunction with the National Safeguarding Team.

Therefore, the postholder will be vital in promoting and maintaining a strong safeguarding culture across the various communities at Lambeth Palace. The role will support, advise and assist the Archbishop, Director for Episcopal Ministry and Senior Leadership Team at Lambeth Palace on safeguarding matters.

The post-holder will lead on the development and review of relevant policies and training, ensuring proper records are maintained, provide advice and support to staff and other members of the Palace communities on safeguarding related matters. The post holder will also take on strategic oversight together with day-to-day professional triage of correspondence, including assessment of risk, and co-ordination of response, referring to National Safeguarding Team caseworkers, the Diocesan Safeguarding Officers, and statutory or regulatory authorities and professional bodies as appropriate.

KEY RELATIONSHIPS:

The Archbishop of Canterbury, the Director for Episcopal Ministry, Chief of Staff & Strategy (currently Interim Executive Director) Deputy Chief of Staff, Senior Leadership Team, staff within Lambeth Palace, Lambeth Palace residents, volunteers and staff across the wider National Church Institutions, such as the Director of the National Safeguarding Team (NST), National Diocesan Safeguarding Managers and Teams, the Human Resources Team, and the Senior Leadership Team and staff within Bishopthorpe Palace (York).

Main Duties and Responsibilities

The post holder acts as an adviser to the Archbishop of Canterbury and Senior Leadership Team at Lambeth Palace, and is responsible for ensuring a safe environment for individuals within Lambeth Palace, specifically, and the wider National Church Institutions, through their links with the National Safeguarding Team. They are tasked with implementing and maintaining robust safeguarding policies and procedures, as well as responding to and managing safeguarding concerns and allegations. This role will liaise with external agencies and contribute to the NCI's strategic safeguarding plan in line with the wider objectives of the Church of England on safeguarding matters.

Core Responsibilities:

- Acting as an adviser on all safeguarding matters to the Archbishop of Canterbury and the Senior Leadership Team at Lambeth Palace on high-level, complex safeguarding issues.
- Providing robust, professional and evidence-based advice and challenge as required to ensure that safeguarding policies and practices are followed.
- Developing, implementing, and regularly reviewing safeguarding policies and procedures to align with best practice and legal requirements.
- Being the initial point of contact for safeguarding concerns, investigating and managing allegations of abuse or neglect, and making appropriate referrals to external agencies.
- Evaluating and managing risk factors associated with safeguarding, including conducting risk assessments, implementing protective measures, and ensuring that staff are aware of their responsibilities.
- Working collaboratively with other teams, external agencies (such as social services care or and the police), and stakeholders to ensure effective safeguarding practices.
- Maintaining accurate and secure records of safeguarding incidents, concerns, and investigations, adhering to data protection regulations.
- Monitoring the effectiveness of safeguarding policies and procedures, identifying areas for improvement, and contributing to the organization's strategic safeguarding plan.
- Managing complex safeguarding cases, conducting investigations, and preparing reports for relevant authorities.
- Working with NST (National Safeguarding Team) colleagues
- Contributing to the development of organisational policies and procedures related to safeguarding, including those related to staff conduct, volunteer screening, and child protection.
- Representing the organisation at external meetings and events, networking with other organisations involved in safeguarding, and sharing best practice.
- Promoting positive organisational culture.

- Advising and coordinating the responses to all safeguarding correspondence addressed to the Archbishop of Canterbury as part of overseeing, investigating and reporting on safeguarding cases concerning Lambeth Palace.
- Working with colleagues in the Human Resources department on all matters relating to HR and safeguarding at Lambeth Palace, including safer recruitment and DBS checks.
- Develop appropriate annual safeguarding action plans and strategies and keep these under review.
- Developing, implementing and keeping under review recommendations from internal and external safeguarding audits and QA requests, also to ensure preparation for future audit.
- Advising the Senior Leadership Team on and developing appropriate annual safeguarding action plans and strategies and keeping these under review.
- Inducting new members of staff, volunteers and contractors, developing and delivering training programs for staff on safeguarding principles and procedures, ensuring staff are up to date with the latest guidance and legislation.
- Working in partnership with the safeguarding lead at Bishopthorpe Palace and provide support and advice to Bishopthorpe Palace as and when required.

“All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.”

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

- Professional expertise in the field of safeguarding.
- Experience in the development of policy documents, practice and culture change.
- In-depth Knowledge of safeguarding legislation - the Children Act 1989/2004, Working Together to Safeguard Children.

Skills & Abilities:

- Excellent team player who can work collaboratively and sustain relationships with a wide variety of stakeholders at different levels, including senior church leaders.
- Strong decision-making under pressure and in sensitive situations.

- Excellent communication with children, vulnerable adults, families, and professionals.
- Confidentiality and discretion—able to handle sensitive information appropriately.
- Leadership and training ability—can support and train staff on safeguarding policies.
- Analytical thinking—able to assess risk and implement protective strategies.
- Awareness of the structures of the Church of England, its safeguarding policies and practice.

Qualifications & Training:

- Level 3 or higher in Safeguarding, or equivalent.
- DSL (Designated Safeguarding Lead) or DSO Designated Safeguarding Officer training.

Desirable

- Experience across multiple sectors.
- Experience of working with trauma-informed approaches.
- The ability to design and deliver safeguarding training.
- Mentoring or coaching experience.
- Experience contributing to safeguarding policy creation.
- Strategic thinking with the ability to influence others.
- Possessing strong emotional intelligence
- Membership of professional safeguarding bodies, BASW or NSPCC networks
- Experience with restorative justice.
- Experience in writing reports aimed for senior management.

Vacancy Summary

JOB TITLE:	Safeguarding Lead
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 3 Standard Point
SALARY:	£59,248
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace
HYBRID WORK ARRANGEMENTS:	The expectation is a minimum of 3 days each week at Lambeth Palace
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Enhanced
IS A FAITH-BASED APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8027996
COST CODE:	15060
PARENT POSITION:	Deputy Chief of Staff & Strategy