

SOUTHWARK

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Cathedral Safeguarding Officer | Applicant Pack

Job Title:	Cathedral Safeguarding Officer
Reports to:	Canon Precentor
Key Relationships:	As part of their role, the CSO will work closely with the Cathedral Safeguarding Lead (Canon Precentor), the Diocesan Safeguarding Team including the Diocesan Safeguarding Advisory Panel (DSAP) and the Diocesan Safeguarding Executive Committee (SEC); volunteer cathedral safeguarding representatives (CRs); all other relevant stakeholders including Director of Music, Chapter, Residentiary Canons, staff, the Senior Leadership Team and Cathedral Safeguarding Committee. In addition, the post-holder will work with all relevant external agencies, e.g., CofE National Safeguarding Team (NST), Police and Probation services, local authorities, Domestic Abuse Services.
Start Date:	ASAP
Salary:	£30,000 (£50,000 pro-rata)
Hours of Work:	21 hours per week – over 3 days
How to apply:	Please complete the application form by Friday 19 th September at 5pm.
Interviews:	Wednesday 1 st October.

Introduction to the Cathedral

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 200,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

Our Vision & Values

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Southwark Cathedral's original foundation was a Priory with a community that lived by the rule of St Augustine, written around 400 AD. Augustine begins his rule with the words, 'Before all else, love God and then your neighbour, because these are the chief commandments given to us'. Our renewed vision of 'making space for love: with Heart, Mind and Soul, finds its inspiration in our spiritual heritage.

Our mission and objectives combine in what we are calling the pathways for realising our vision. The pathways through which we will make space for love of God and neighbour are:

Objective 1: Rooted in Christian faith - to be a place of hospitality, exploration, imagination and kindness. We will be a Cathedral that rejoices in making space for all people to flourish and grow in heart, mind and soul.

Objective 2: Heart - to keep the heart healthy in London by a commitment to social justice, upholding the human dignity of all people and of every age.

Objective 3: Mind - to help people both live faithfully and think critically, being a place of learning and discovery.

Objective 4: Soul - to be a school for the soul, a place for enrichment of the inner life through prayer, our Cathedral building, the arts, and community.

Our Values

Integrity, Kindness, Justice, Courage

Role Overview

The role of the Cathedral Safeguarding Officer is to maintain and build on the strong culture of safeguarding at Southwark Cathedral and carry out an effective safeguarding role as a key visible member of the Cathedral team. The role holder will promote awareness and understanding throughout the Cathedral community (staff, volunteers and worshippers) of the needs of children and vulnerable adults and actively promote the philosophy that their interests are paramount.

The successful applicant will be responsible for the development and implementation of Cathedral safeguarding arrangements, good practice, policy and training. The Cathedral Safeguarding Officer will make sure that safeguarding risks are appropriately managed and ensure that the Cathedral is applying any emerging national policies, procedures and best practice so that our ways of working continue to remain current.

NB: The successful applicant will play a leading role in the preparation for the upcoming INEQE safeguarding audit of Southwark Cathedral and Southwark Diocese scheduled June 2026. They will be supported in this aim by the appointed INEQE action group.

The role carries responsibility for safeguarding casework, including ensuring that allegations of abuse are promptly and appropriately handled, and where appropriate referred to the statutory authorities. Further, the role holder will effectively communicate and engage with

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survivors and victims of abuse.

The Cathedral Safeguarding Officer will advise the Cathedral 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. They will be supported in their role by three experienced volunteer cathedral safeguarding representatives who offer knowledge and experience of the cathedral. They will work collaboratively with peers in the Diocese and the National Safeguarding Team.

Main Duties and Responsibilities

Key Duties

1. To lead the Cathedral's work on the following National Standards:
 - **Organisational culture, leadership and capacity** - Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.
 - **Prevention** - Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.
 - **Responding to and managing risk** - Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.
 - **Victims and survivors** - Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.
 - **Learning, supervision and support** – All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.
2. To provide in person safeguarding training for Cathedral volunteers & staff.
3. To work closely with the Director of Music and the Sub-Dean to ensure that the children and young people in the cathedral choirs and Sunday school are effectively safeguarded
4. To be responsible for recording, investigating and managing all Safeguarding concerns;
5. To assist the CSL with production of monthly and annual safeguarding reports and to attend Chapter (as required) and Committee Meetings (as directed).
6. To assist in the production of risk assessments, policies and procedures where there are safeguarding aspects to them.
7. To provide advice in relation to obtaining criminal record checks (DBSs) for staff and volunteers.
8. To work collaboratively with the National Safeguarding Team (NST) and other Church of England Safeguarding Officers and attend national safeguarding events and activities as required.

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9. To engage in professional supervision and quality assurance provided by the relevant NST Regional Safeguarding Lead.

Other responsibilities:

10. To participate in performance reviews and appraisals
11. To ensure that professional skills are regularly updated through participation in training and development activities
12. Any other duties and responsibilities as may be required by Chapter.

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Person Specification	
(E) = Essential	(D) = Desirable
Skills/Aptitudes	
<ul style="list-style-type: none"> • Able to maintain the highest standards of confidentiality and work sensitively with those who may be affected by safeguarding issues (E) • Able to work co-operatively with colleagues of different disciplines and pro-actively network with other partnership agencies/KSR and other Cathedral counterparts by attending annual meetings and conferences as required (E) • Able to work using own initiative and be accountable (E) • Competent managing different Safeguarding databases and complex casework (E) • Excellent interpersonal skills with people at all levels – internally and externally, and able to work collaboratively in an approachable and constructive manner (E) • Excellent organisational and time management skills, as well as meticulous attention to detail (E) • Proficient in the use of the Microsoft Office suite, including Microsoft Word, Excel and Outlook (E) • Strong written and oral communication skills (E) 	
Knowledge/Experience	
<ul style="list-style-type: none"> • Experience of safeguarding in a Church context (D) • Understanding risk management of those who have offended against children or vulnerable adults and who may pose a risk to children or vulnerable adults (E) • Knowledge of the structure and operation of statutory and voluntary organisations in Safeguarding (E) • Extensive experience of managing safeguarding casework, with the ability to create and deliver risk management and support plans (E) • Understanding of data protection and data management requirements surrounding sensitive data (E) • Commitment to continuous organisational improvement & the ability to act as an agent of change (E) • Experience of working in an organisation with both paid staff and volunteers (E) • Some knowledge of Church life and the culture and structure of the Church of England as an organisation and willingness to learn more (D) • Experience of the Disclosure & Barring Service (D) • Experience working with victims, survivors and perpetrators of abuse (D) 	
Personal Attributes & Values	
<ul style="list-style-type: none"> • Understanding of and enthusiasm for the Cathedral's overall vision and values (E) • Sympathy with the Christian faith (E) • Inspires the trust, confidence, commitment of others and welcomes feedback (E) • Recognises the significance of the Church of England's role in promoting the safeguarding of children and adults (E) • Provides clear leadership across an organisation regarding the development of good safeguarding practice and healthy cultures (E) • Understands, supports and promotes inclusion and diversity in the workplace and every member of the community that the Cathedral serves (E) • Pragmatic and solution-oriented (E) • Committed to high standards and continual improvement (E) • Willingness to engage with & implement the use of new software, applications and systems (E) 	

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe in promoting and building a diverse and inclusive team, and workplace, culture and governance

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structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Southwark Cathedral is committed to a culture of safeguarding, especially for children, young people, and vulnerable adults.

Terms and Conditions

Working Hours

The working hours shall be 21 per hours a week (exclusive of meal breaks), normally consisting of three 8-hour shifts. Some out of hours working will be required to support meetings and events and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

20.5 days paid leave per annum including statutory bank holidays and an extra day at Christmas. After 10 years' service, an additional 5 days paid leave (pro-rata).

Probation

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

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Privacy Notice

For more information on how Southwark Cathedral processes applicant data, please refer to our HR Privacy Notice on the Vacancies page on the Cathedral website:

<https://cathedral.southwark.anglican.org/about-us/job-vacancies/>