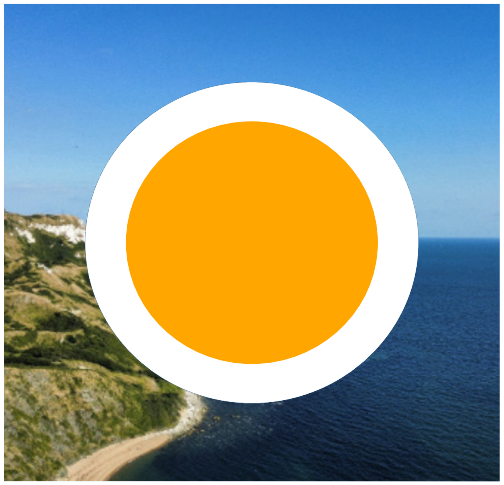
JOB APPLICATION PACK

Safeguarding Caseworker and Training Development Officer

DEADLINE: BY 12 NOON FRIDAY 27 NOVEMBER 2026









Diocese of Salisbury
Making Jesus Known

About the role

Thank you for your interest in our role here at the Diocesan Board of Finance, based in Wilton near Salisbury. Hopefully this application pack will give you the information you need in order to submit your application to us. There's a link further down to download the job description and details further on about how to apply.

Join our Diocesan Safeguarding team: Safeguarding is central to our commitment to making our churches safer and more welcoming places for everyone. As safeguarding expectations, practice, and responsibilities continue to develop across the Church of England, we are committed to strengthening our approach, supporting our parishes and ensuring that our safeguarding practice remains effective, responsive and centred on the needs of those we serve.

Following a period of change within our team, we are recruiting to two permanent roles: Deputy Diocesan Safeguarding Officer and Safeguarding Caseworker and Training Development Officer. These appointments will help us develop the capacity, expertise and leadership needed to respond to the evolving demands of safeguarding across the Diocese.

Working as part of a dedicated, multidisciplinary team, you will contribute to safeguarding practice that is professional, collaborative and trauma-informed. You will work alongside colleagues, vicars and volunteer Parish Safeguarding Officers across the Diocese's 600 churches, as well as statutory partners and other organisations, to support safe church communities, promote accountability and encourage a culture in which safeguarding is everyone's responsibility.

You do not need to be a Christian to work with us. Our team includes people with Christian faith and people of other faiths or no faith, and we value the different perspectives and experiences this brings to our work. As part of the Church of England, we work in an environment where Christian faith is important to many of the people and communities we support. We ask that you are in sympathy with the aims and ethos of the Church of England, and are comfortable working respectfully and effectively in this context.

These are opportunities to make a meaningful difference, bringing your professional experience, judgement and commitment to a team that values partnership, learning and continuous improvement.

About the role

We are looking for an experienced and motivated safeguarding professional to join our team in a varied role combining direct safeguarding casework with responsibility for the development and coordination of safeguarding training across the Diocese.

Working alongside colleagues from a range of professional backgrounds, you will respond to safeguarding concerns, manage your own caseload, undertake risk assessments and work with parishes and statutory agencies to develop appropriate safety plans. You will help ensure that concerns are managed sensitively, proportionately and in accordance with Church of England policy and good safeguarding practice.

Alongside your casework responsibilities, you will coordinate and support the delivery of the national Church of England safeguarding training programme. Working with professional trainers, local volunteer trainers and diocesan colleagues, you will help ensure that training is relevant, engaging and effective for the different audiences across our churches. You will also contribute to evaluating the impact of training and identifying opportunities for continued improvement.

This is an opportunity for someone who enjoys combining practical safeguarding work with learning and development, and who wants to help build knowledge, confidence and accountability across the Diocese.

You will be someone who:

- Has experience of safeguarding casework, assessing risk and working with complex and sensitive information.
- Can build effective working relationships with statutory agencies, parish safeguarding officers, clergy and volunteers.
- Has experience of designing, coordinating or delivering training and engaging a range of audiences.
- Communicates clearly and confidently, both in writing and when presenting information.
- Is organised, proactive and able to balance competing priorities across two complementary areas of work.
- Is committed to trauma-informed practice, continuous learning and promoting a positive safeguarding culture.

For a full job description please download.

About the DBF, our vision and priorities

The Diocese of Salisbury is a Christian community of over 600 churches, 190 schools and multiple chaplaincies serving one million people, stretching over 2000 square miles, from North Wiltshire to the Jurassic Coast and Channel Islands of Jersey and Guernsey.

We are one of the most geographically diverse Anglican dioceses, covering a wide range of landscapes, from the rural villages to the diversity of Poole and North Bournemouth. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities.

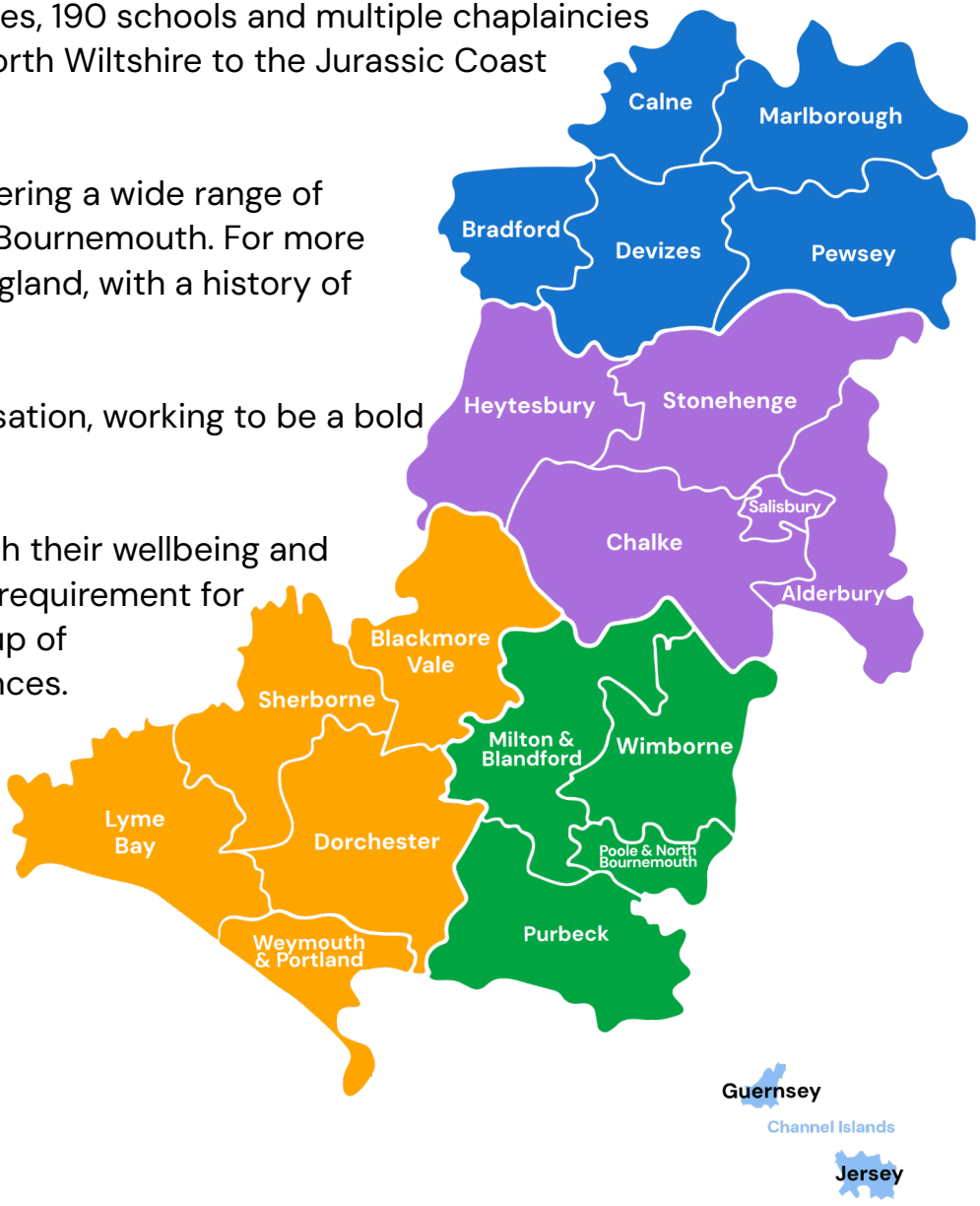
In joining our diocese, you can be part of a dynamic, charitable organisation, working to be a bold and purposeful church that serves everyone.

We have flexible working options available, and staff are supported with their wellbeing and work/life balance. While some DBF roles carry a genuine occupational requirement for Christian faith, many do not. You will be working with a welcoming group of colleagues from diverse faith and non-faith backgrounds and experiences.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

Creative partnerships in local mission
Courageous Christian leadership
Working for justice
Climate action
Financing the future sustainably



As a result, we aim to be more relevant, valued and successful, working hard to meet real needs with compassion and simplicity.

Working with us

What we offer

This role is offered on a permanent, full-time basis on a Frequent Homeworker contract. We provide a supportive workplace culture, are committed to a sustainable work/life balance, and offer opportunities for flexible and remote working. As a Frequent Homeworker there is a requirement to work part of every working week from the main offices at Emmaus House – final arrangements and work pattern would be discussed and agreed with the successful candidate.

Pension

We offer a competitive and attractive compensation and benefits package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover), which may rise by a further 3% if matched by a 3% contribution from the employee. Our family-friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

Annual leave

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas plus bank holidays. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role: Safeguarding Caseworker and Training Development Officer

Hours: Full Time – 35 hours per week

Duration: Permanent

Contract: Frequent Homeworker

Salary: Up to £39,405 (Grade 4E – depending on experience)

Direct reports: Diocesan Safeguarding Team

Aligning with our Ethos and Culture:
Whilst this role does not require you to be a practising Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England.

How to apply

To help us with the selection process and ensure fairness, shortlisting will be based on the information you provide in your application. No assumptions will be made about your background, experience or skills unless you give us the information. Please explain how you meet the criteria in the job description and person specification.

To apply for the role please submit the following:
Part 1 – Complete a DBF Application Form
Part 2 – A covering letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.
Part 3 – Your current CV

Please send your application form, CV and covering letter by email to: hradmin@salisbury.anglican.org

If you would like any more information or additional support in order to apply for this role, please do get in touch, we're happy to help: contact the HR team on 01722 438650 or hradmin@salisbury.anglican.org

Closing Date:	27 November 2026 at Midday
Shortlisting:	W/C 30 November 2026
Interview*:	7 and 8 December 2026 in person at Emmaus House, Wilton, SP2 0FG

The interview process will be in three parts:
a) Stakeholder Panel
b) A presentation/assessment/proposal
c) A formal interview

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on **01722 438650** or hradmin@salisbury.anglican.org

We are committed to the safeguarding and protection of everyone within our community. This role requires the successful candidate to undertake an Enhanced with Barring Child and Adult DBS check prior to employment.

Privacy and your Data
Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment and appointment process and, where appropriate, the Diocesan Safeguarding Officer. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

You can read our full Privacy Notice.