

# Diocese Recruitment Pack

Head of Safeguarding DSO



Diocese of  
Liverpool

Bigger Church, Bigger Difference

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# Welcome



Dear Applicant,

Thank you for your interest in a position with the Diocese of Liverpool, and for considering us as the next step in your career. We serve a vibrant and diverse diocese, working in partnership with a wide range of worshipping communities, churches, schools, charities and other organisations across the region.

This is an exciting time to join our team as we continue our transformational journey of change – aimed at enabling our churches to grow and become younger and more diverse. Our Fit for Mission programme is at the heart of this approach, helping churches to flourish, develop new leaders, and expand their work with children and young people, with social justice at the heart of our mission.

As an employer, we offer flexible and hybrid working, a strong sense of community, and opportunities to develop your skills in a collaborative environment where we hope you will feel valued, supported and empowered to grow.

We are looking for people whose values resonate with our ethos and who are excited to help shape the future of the Diocese of Liverpool.

If you want to be part of a team striving to make a lasting impact on the communities we serve, then we would love to hear from you.

Yours faithfully,

Diocesan Secretary  
Diocese of Liverpool



# Who we are

The Diocese of Liverpool is one of 42 dioceses that make up the Church of England, sitting within the Province of York under the guidance of the Archbishop of York.

Our diocese spans far beyond the heart of Liverpool, from the coastal town of Southport to the industrial heritage of Widnes, from the communities of North Warrington to the borough of Wigan, we serve a wide and dynamic region. Our operational base is St James' House, situated next to the breath-taking Liverpool Cathedral - the mother church of our diocese and an iconic landmark of faith and culture.



# Our Diocese

Our diocese is led by the interim Bishop of Liverpool and the Bishop of Warrington, supported by three Archdeacons of Liverpool, Knowsley & Sefton, and St Helens & Warrington. These archdeaconries are made up of 14 deaneries, which include:

- 160 parishes, each with its own unique character and mission
- 275 dedicated members of clergy
- 275 licensed readers actively engaged in ministry
- 100 retired clergy still making a meaningful impact
- 50,000 committed church members
- 120 church schools educating and nurturing faith
- 30,000 children receiving their education in a church school setting

The Diocese of Liverpool's mother church is the Liverpool Cathedral which is the biggest cathedral in the UK and also one of the biggest in the world!

Our administrative centre is Saint James House where you would primarily be based in this role and where majority of our staff are based.

# Our Vision

Our diocesan vision is simple. We are asking God for a bigger church which will allow us to make a bigger difference with more people knowing Jesus and more justice in the world.

Our first ever Bishop of Liverpool, J.C Ryle, wanted every person, lay or ordained to become 'active agents' of the church. That belief has shaped our mission since the 1800s and remains at the heart of what we do today. We are committed to ensuring that everyone in our diocese is equipped and empowered to live out their faith in meaningful ways.

We have developed a bold and ambitious plan to help every part of our diocese step forward in mission. We want to see parishes working together to build a church that is younger, more diverse, and deeply rooted in its communities - a confident Christian presence in every area we serve.

To help our parishes, schools and chaplaincies flourish and fully embrace this vision, we are prioritising:



This is an exciting time to be part of the Diocese of Liverpool as we continue on this transformative journey together.

# Our Strategy - Fit for Mission

At the heart of our diocesan strategy is Fit for Mission, a transformative programme designed to remove barriers to growth and equip our churches to flourish. This initiative supports every deanery in the Diocese of Liverpool to shape its own future - strengthening mission, deepening discipleship, and ensuring sustainability.

Through Fit for Mission, we are investing in six key areas, providing expert support and specialist resources to empower our churches to:

- Deliver best-practice missional ministry through collaborative team working with a group of other churches
- Multiply the number and type of church communities, so that many more people can know Jesus
- Deliver sustainable buildings to meet and worship in
- Give good support and accountability to lay and clergy leaders
- Streamline parish bureaucracy through forming larger parishes
- Make admin and compliance easier through Resource Hubs in each larger parish

Fit for Mission is about renewal, opportunity, and a bold step into the future. Together, we are building a Church that is equipped, empowered, and ready to make a lasting impact.

For more information, visit [www.liverpoolcofe.org/fitformission](http://www.liverpoolcofe.org/fitformission).

# Our Strategy - Diocesan Investment Programme

Building on our Fit For Mission programme, we are working towards a new investment from the Church of England to enable us to expand delivery in:

- 1 Mission** – Expanding our work with children and young people, championing social and racial justice, revitalising churches, and establishing new worshipping communities.
- 2 People** – Deepening discipleship, creating clear vocational pathways through 'Lifecall', and offering accessible training and development for both lay and ordained ministry.
- 3 Financial Sustainability** – Encouraging generosity as a core part of discipleship, providing expert guidance on maximising church buildings and assets, and offering grants to support mission and long-term growth.

This is a moment of opportunity - a time to step forward with faith, ambition, and commitment. Together, we are shaping a thriving future for the Church in Liverpool and beyond.



# How we value you

The Diocese of Liverpool is a special place to work, and we're committed to valuing our people to ensure that you are supported to develop and succeed.

## **What it's like to work here:**

- We have a positive working environment with a family friendly approach, offering flexi time and hybrid working for all roles.
- We are actively seeking to be a more diverse and fully inclusive workplace, focussing on developing community through informal groups and activities. We have staff resource groups for people identifying as LGBTQIA+ and from UKME.
- Working in a smaller organisation like ours gives you many opportunities to develop through gaining wider experience working with multiple small teams. We actively encourage early career employees to expand their range of experience and skills and we look forward to helping you to develop.
- With open plan working and shared activities you will quickly get to know everybody here whilst forming key, strong relationships in a small team.



# Our benefits

We want you to feel valued and appreciated for the contribution you will make to ensuring our churches, schools and chaplaincies can make a significant difference for good in the lives and communities of our region. That is why we offer you the following benefits:

- Non-contributory pension scheme, worth up to 14.5%. There is the opportunity for employees to make additional voluntary contributions, where the first 3% will be matched by the employer
- 25 days leave per year (excluding bank holidays) with up to 3 days additional leave per year over the Christmas period
- Employee Assistance Programme (free 24 hour confidential helpline to support staff wellbeing (including counselling))
- Hybrid/flexible working
- Generous sick pay scheme
- Free city centre parking available 7 days per week
- Free tea and coffee provided
- Staff discount - Welsford Bistro
- Staff discount - Cathedral shop
- Exclusive invitations and previews to Cathedral events and exhibitions
- Staff discount on Liverpool City Council Lifestyles gym membership

# The Role

**Job Title:** Head of Safeguarding (Diocesan Safeguarding Officer (DSO))

**Reporting to:** Diocesan Secretary

**Hours:** Full time 35 hours per week (with evening/weekend work required).

**Salary:** £62,034 pa

**Location:** St James House, 20 St James Road, Liverpool, L1 7BY

## Role Summary

As set out in the Canons and Regulations of the Church of England, the Diocesan Safeguarding Officer (DSO) has responsibility in the diocese, independent of The Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults.

The DSO provides strategic leadership and management to deliver the diocesan safeguarding strategy and ensuring policies and practices are in place to protect children and vulnerable adult and promote the development of an environment where people can be safe.

The Diocese of Liverpool aims for excellence in all its safeguarding provision and is working to create diocesan culture where safeguarding underpins everything we do, and where all clergy and church officers understand the need to deal sensitively and seriously with those who raise a safeguarding concern, or who disclose abuse. We seek to create a church where victim and survivors will have confidence that abuse will be taken seriously and they will be offered survivor centred support, therapy and redress.

We are seeking a highly experienced and strategic safeguarding specialist to be our Head of Safeguarding, effectively our Diocesan Safeguarding Officer (DSO) to lead safeguarding across the Diocese. This is a senior leadership role with independent authority of the Diocesan Bishop and Cathedral Dean, responsible for the professional oversight of safeguarding children, young people, and vulnerable adults.

# The Role

The DSO provides expert guidance; manages safeguarding concerns and allegations; and ensures the implementation of national safeguarding standards. You will lead a dedicated team, collaborate with senior clergy and external agencies, and ensure that safeguarding is embedded in every aspect of diocesan life.

The safeguarding team is an integral part of our diocesan structures. The DSO is a member of the Diocesan Senior Management Team; reports directly to the Diocesan Secretary; has key relationships with the Bishop's Lead for Safeguarding and the Chair of the Diocesan Safeguarding Advisory Panel (DSAP) and attends the Bishop's Senior Staff meeting, Bishop Council and Liverpool Board of Finance when requested.

The Diocesan safeguarding strategy includes safeguarding at Liverpool Cathedral - reflecting the model of shared working developed between the Diocese and Cathedral and promoting consistency in safeguarding policy and practice. The strategy as a whole is overseen by our DSAP and is supported by annual implementation plans. The day-to-day delivery of the implementation plan is the responsibility of the Diocesan Safeguarding Team (DST) which includes the Cathedral Safeguarding Officer (CSO) who has specific responsibility for Cathedral related safeguarding, but who also works as a member of the DST.

# The Role

## Key Roles and Responsibilities:

The Diocesan Safeguarding Officer has operational lead authority within the Diocese for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards:

### **National Standard 1: 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. The DSO will lead the Diocese's work on this standard by:

- Working with the Diocesan Bishop, the Dean of Liverpool Cathedral, senior clergy, the Diocesan Secretary and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese.
- Proactively engaging with and supporting the work of the Diocesan Safeguarding Advisory Panel.
- Managing the Diocesan response to quality assurance and audit processes.
- Preparing regular reports for DSAP, LBDF Trustees, Chapter Trustees and Synod, to ensure governing bodies are able to exercise their governance responsibilities in oversight of safeguarding.
- Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework and Safeguarding Serious Incident Reporting, including, as required by the Safeguarding Practice Reviews Code of Practice, commissioning or requesting reviews.
- Providing advice and guidance to the Bishop and other church officers on safeguarding matters. To report to the Bishops senior leadership team and other diocesan bodies on the effectiveness of safeguarding arrangements.

# The Role

## **National Standard 2: Prevention.**

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

The DSO will lead the Diocese's work on this standard by:

- Implementing, or coordinating the implementation of, Safeguarding Code of Practice and House of Bishops Safeguarding Guidance across the entire diocese.
- Giving advice, support, direction and challenge on safeguarding matters, as required, to the Diocesan Bishop, other church officers and church bodies within the diocese.
- Providing, or co-ordinating the provision of safeguarding training across the Diocese, as required by the Church of England's Safeguarding Learning and Development Framework. This includes collaborating with HR and senior managers at the LBDF and Cathedral to support safeguarding training for staff, volunteers and trustees, and to promote a culture of continuous learning and development around good safeguarding practice.

# The Role

## **National Standard 3: Recognising, Assessing and Managing Risk.**

Risk assessments, safety plans and associated processes that are of a high quality result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

The DSO will lead the Diocese's progress on this standard by:

- To lead, undertake and coordinate all aspects of safeguarding casework within the Diocese, ensuring that work is completed as required by Safeguarding Codes of Practice, House of Bishop's Safeguarding Guidance, Charity Commission and all other relevant statutory guidance and legal responsibilities.
- To directly undertake risk assessment in accordance with the Clergy Risk Regulations and also commission specialist / external risk assessments.
- To undertake and ensure all work is recorded in line with the House of Bishop safeguarding policy and guidance. To ensure that records are accessible, accurate, and held securely.
- To manage and coordinate the response to safeguarding concerns or allegations against church officers in line with the House of Bishop safeguarding policy, Clergy Risk Regulations, and associated guidance.
- To work proactively and collaboratively with the police, local authorities and other organisations in cases where it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- To establish the effective operation of an escalation policy, to ensure unresolved concerns or differences of opinion can be escalated, both within the Diocese and the National Safeguarding Team.

# The Role

## **National Standard 4: Victims and Survivors.**

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support positively meets their needs, including their search for justice and helping their healing process.

The DSO will lead the Diocese's progress on this standard by:

- Coordinating the Diocese's response to those reporting abuse.
- Leading the ongoing implementation of the House of Bishop's Policy, Responding Well to Victims and Survivors of Abuse.

## **National Standard 5: 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.

The DSO will lead the Diocese's progress on this standard by:

- Working collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attending national safeguarding training and learning events.
- Engaging in professional supervision and quality assurance provided by the NST Regional Safeguarding Lead, and through continual professional development, ensure that the requirements of the National Learning and Development Framework for Diocesan Safeguarding Officers are met.

# The Role

## General Role Requirements

- The DSO will be based at St James' House, Liverpool. A flexible approach to working is required with regular travel across the dioceses and some work at weekends. The post-holder will be required to attend meetings, training or other events, regionally, provincially or nationally.
- The main duties and responsibilities of this post are outlined in this job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, which will be commensurate with the banding and in line with the general nature of the post. The post holder will be consulted about any changes to the job description before they are implemented

# Person Specification

## Skills and Aptitudes

The successful candidate will be able to demonstrate the ability to:

- Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
- Transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context.
- Provide clear strategic leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Manage, support, and coach others to deliver good safeguarding practice.
- Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise, including producing clear written records and reports.
- Deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals, as well as other stakeholders
- Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
- Quality assure safeguarding practice, identify learning and make recommendations to deliver for improvement.
- Develop effective new ways of working for an organisation.
- Understand and navigate the complexity of working in a large organisation.

# Person Specification

## Knowledge and Experience

The successful candidate will be able to demonstrate the following:

- Case worker lead responsibility in cases involving the protection and safeguarding of children and / or adults (essential) with at least some of that experience gained in the statutory safeguarding agencies (desirable).
- Broad strategic leadership and management responsibility, with experience of leading a team to develop good safeguarding practice and healthy safeguarding cultures across an organisation.
- Experience of working within a framework of external audit and regulation.
- 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.
- Experience of contributing to managing allegations against people in positions of trust and the management of individuals, who may pose a risk to others.
- Experience of leading or contributing to case review processes and identifying learning, for example, Serious Case Reviews, Domestic Homicide Reviews.
- Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
- Experience of working with victims, survivors and perpetrators of abuse.
- Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.

# Person Specification

- Experience in providing supervision of staff in managing and co-ordinating safeguarding casework with children and/or adults.
- An 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 (desirable)

## Personal Attributes

The successful candidate will have the following attributes:

- The ability to inspire the trust, confidence and commitment across the diocese and nationally across church safeguarding.
- A strong value base and commitment to doing the right thing.
- A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
- To be open to learning, self-reflective and welcoming of feedback from others.
- A high level of personal resilience - working effectively in a pressured environment and under scrutiny.
- A strong commitment to equality and diversity.
- A broad sympathy with the aims and objectives of the Church of England.

# Person Specification

## Education and Qualifications

The successful candidate will have:

- A relevant professional qualification or the equivalent experience (for example, in social care or criminal justice), with current professional registration where applicable.
- Post graduate qualification e.g. leadership and management / social work / public protection/ community safety (desirable).

The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool.

## Essential requirements:

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate.

The post holder must also fully support the Values of the Diocese of Liverpool.

References are taken and all roles are subject to a 6-month probation period.

# How to apply

- ✓ Read through the helpful information on our website regarding the position and follow the link to Church Pathways to proceed with your application.
- ✓ For further support and/or questions, email **HR@liverpool.anglican.org**
- ✓ Applications are assessed based on the Person Specification - use concrete examples to help give yourself the best possible chance.

## Recruitment Timeline:

- > **Applications Open: 12th December 2025**
- > **Applications Close: 19th January 2026**
- > **Shortlisting Date: 20<sup>th</sup> / 21<sup>st</sup> January 2026**
- > **Interview Date: 28th January 2026**

If you would like an informal chat about the role or have any questions, please don't hesitate to get in touch via **HR@liverpool.anglican.org**.

The Diocese of Liverpool are committed to safeguarding and promoting equality, we are committed to equality of opportunity, to be fair and inclusive, and to being a place where all belong. We encourage applications from candidates who are likely to be unrepresented in our workforce. These include people from Black, Asian and ethnic minority backgrounds, disabled people and LGBTQI+ backgrounds.

# Get in touch

The Diocese of Liverpool is here to help with any questions or enquiries you may have about the role

Contact: **[HR@liverpool.anglican.org](mailto:HR@liverpool.anglican.org)**

Website: **[liverpoolcofe.org](http://liverpoolcofe.org)**

Address: **St James House, 20 St James Road, Liverpool, L1 7BY**



**Bigger Church, Bigger Difference**