

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: ARHC BISHOPS' COUNCIL

SAFEGUARDING LEAD NATIONAL SAFEGUARDING TEAM

JOB PROFILE

JOB TITLE: Safeguarding Lead (3 roles)

GRADE: Band 2

LOCATION: Regional Safeguarding Lead X2: home based
Central Safeguarding Lead: Hybrid/ London (Church House)

This role is primarily home based. However, there will be a requirement for the post holder to maintain contact with the wider National Safeguarding Team and colleagues across the country through attendance at meetings and events in Church House (London) and across the country.

ACCOUNTABLE TO: Deputy Director for Casework (NST)

RESPONSIBLE FOR: (Supervision only):
Diocesan Safeguarding Advisers
Cathedral Safeguarding Advisers

KEY RELATIONSHIPS: **National working relationships:**
National Safeguarding Team (NST)
Lead Bishop for Safeguarding
Secretary General Archbishops' Council
National Safeguarding Steering Group
National Safeguarding Panel
Relevant staff within the National Church Institutions

Other Church relationships:
Provincial Safeguarding Advisers (Bishopthorpe and Lambeth)
Diocesan / Cathedral Safeguarding Advisers
Diocesan Bishops
Diocesan Secretaries and other staff in the dioceses
Cathedral Deans and other Chapter staff
Religious Communities and Theological Education Institutions
Diocesan Safeguarding Advisory Panels / Chairs

External relationships
Victims and survivors of church-based abuse (as individuals and groups)
Independent audit provider
Statutory and non-statutory partners and services

BACKGROUND:

The Church of England is on a journey to continually improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted well some of failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church's aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is –something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. But there is still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. The majority of safeguarding work is carried out locally within the 42 dioceses and 42 cathedrals in England. This work is supported by a central National Safeguarding Team (NST).

Every diocese employs at least one Diocesan Safeguarding Adviser (DSA). DSAs take the lead on safeguarding matters for the diocese – in particular, the investigation of allegations of abuse by Church Officers. Some cathedrals employ a Cathedral Safeguarding Adviser (CSA) or have an agreement with their diocese for the DSA or Assistant DSA (or equivalent) to take the lead on safeguarding operational matters. As well as a DSA, many dioceses employ or commission safeguarding trainers.

JOB SUMMARY:

The purpose of these roles is to provide a range of enhanced support to dioceses and cathedrals in respect of their safeguarding functions in order to deliver positive outcomes for children and vulnerable adults.

The Church of England has accepted the recommendations of the IICSA report on the Anglican Church. Recommendation 1 of that report requires the creation of the new role of Diocesan Safeguarding Officer (DSO) which will replace the role of DSA. The DSO role will have enhanced responsibility and, whilst continuing to be employed locally by a diocese (or cathedral in the case of CSAs), will be professionally supervised and quality assured by the NST.

In order to introduce Recommendation 1, the Church will first be co-designing and piloting the changes with a group of Pathfinder dioceses and cathedrals. The NST will be employing three Safeguarding Leads. Each will work with a small number of dioceses and cathedrals to implement IICSA Recommendation 1 roles, and a range of other support and development initiatives outlined below. The three roles will work closely together to ensure consistency of approach.

There are two types of Safeguarding Lead roles: Regional Safeguarding Leads will work with a cluster of dioceses and cathedrals which are geographically close to each other and can form a regional group. Our regional groupings are in the South West and the Midlands. The Central Safeguarding Lead will work with individual dioceses and cathedrals which have no regional connection. The roles will evolve during the course of the pilot stage.

The pilot phase of these changes will be 18 months in duration. On completion of the pilot, a final model will be agreed to be rolled out

across the whole Church. The Safeguarding Leads will implement the finalised model with a designated group of dioceses and cathedrals on a business as usual basis. In addition, they will support the roll-out of the model across the Church, to onboard dioceses and cathedrals that were not involved in the pilot.

MAIN DUTIES AND RESPONSIBILITIES:

Working in partnership with a group of dioceses and cathedrals, the role is responsible for co-ordinating and leading the operational implementation of the four work streams which comprise the overall IICSA Recommendations 1 & 8 and Regional Model Pilot Project:

1. IICSA Recommendation 1. The introduction and operation of the DSO / CSO role, including the wider system changes required.

This will include the professional supervision and quality assurance of the work of the DSO/CSO roles.

Professional supervision includes:

- advice and guidance on individual cases and safeguarding-related situations and developments;
- encouragement of curiosity about different hypotheses for understanding cases and safeguarding situations;
- reflection on self, exploring what influences the CSO/DSO's perspectives and what impact safeguarding situations have on the CSO/DSO.
- analysis, making connections with relevant research findings and theory;
- quality assuring the work of the CSO/DSO, providing feedback and identifying professional development and support needs.

[NB: A model of professional supervision has been developed and the Safeguarding Leads will be trained in the model].

2. Regional support model / Central support model piloting

For **Regional Safeguarding Leads**, the development and piloting of a regional model of support. This will involve working with a cluster of dioceses and cathedrals collectively to enhance positive outcomes through, for example,:

- joint working, sharing of resources and other mutual support arrangements
- joint commissioning of specific services
- peer auditing
- the development of survivor engagement arrangements
- sharing of best practice
- group as well as individual supervision
- strengthening connections with other Church bodies and relevant services in the region.

For **Central Safeguarding Leads**, the development and piloting of forms of support customised to the needs of individual dioceses and cathedrals.

All Safeguarding Leads will be expected to promote creative approaches to practice development to achieve good safeguarding outcomes.

3. Quality Assurance development

Working with the Research and Evaluation Lead roles in the NST to support dioceses and cathedrals with the introduction and further development of the Church's draft national safeguarding standards and quality assurance framework. This will include contributing to the design of the independent auditing arrangements as required by IICSA Recommendation 8.

4. The safeguarding function and resource assessment

March 2022

Clarifying the range of the safeguarding responsibilities of dioceses and cathedrals, what this means for different roles, and the structure and skill sets required for diocesan and cathedral safeguarding services. From this, developing an objective methodology for determining the resources that dioceses and cathedrals need to deliver safeguarding to a good standard.

5. Relationships with internal stakeholders in dioceses and cathedrals

The Safeguarding Lead will establish effective relationships with key stakeholders within the dioceses and cathedrals they are working with – in particular, their senior leadership teams and Diocesan Safeguarding Advisory Panels or equivalent in cathedrals. This will include providing evidence-based feedback in respect of the quality and capacity of safeguarding functions within the diocese and/or cathedral. This will highlight areas of strength, as well as areas needing development, including systemic vulnerabilities.

6. Relationship with external stakeholders

The leadership teams of dioceses and cathedrals are responsible for the development of effective partnerships with external statutory and non-statutory bodies. The Safeguarding Lead will support the leadership teams within dioceses and cathedrals in the strengthening of relations with statutory and non-statutory organisations where necessary, including providing help to identify and remove obstacles to effective partnership working.

PERSON SPECIFICATION:

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria and both are grouped into the categories listed below. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities. Anything that is not absolutely 'essential' falls into this category.

Essential

Skills / Aptitudes

1. Able to apply safeguarding theory and good practice models in a way that delivers positive outcomes for children and / or vulnerable adults.
2. Able to identify and assess risk, and to develop plans which keep people safe and promote positive well-being.
3. Able to work collaboratively to influence improvements to safeguarding practice
4. Able to communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
5. Able to build effective relationships with victims, survivors and alleged perpetrators in safeguarding situations and to use the relationships to keep people safe and promote well-being.
6. Able to quality assure safeguarding practice and organisational change.
7. Able to hold a position of authority and lead by example.
8. Able to develop the professional potential of individuals.
9. Able to provide feedback and hold difficult conversations.
10. Able to mediate and resolve different perspectives
11. Able to develop new ways of working for an organisation

Knowledge / Experience

1. Case worker lead responsibility in cases involving the protection and safeguarding of children and / or vulnerable adults.
2. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
3. Experience of providing professional supervision in respect of safeguarding.
4. Proven experience working at a strategic level, at least at middle manager level, influencing decision-making and implementation
5. Expertise of working with and engaging victims and survivors
6. Leading organisational change and development, including cultural change and creative practice development, that results in improved outcomes for relevant stakeholders.
7. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
8. Understanding of the aims, nature and structure of the Church of England.

Personal Attributes

1. Able to inspire the trust, confidence and commitment of others.
2. Personal authority, gravitas and confidence – able to influence and persuade at all levels and with a range of stakeholders.
3. Relational: expert in valuing and managing relationships with others as the means of delivering change. Emotionally intelligent.
4. Politically astute – understanding, and managing successfully, organisational politics.
5. Principled – strong value base and commitment to doing the right thing.
6. Brave – willing to challenge others (including those with power) constructively.
7. Has a good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
8. Is self-reflexive – welcomes feedback from others.
9. Personal resilience – working effectively in a pressured environment and under scrutiny.
10. Can-do approach to leadership and change – clear vision, engages people, able to overcome obstacles, finds solutions, remains optimistic.
11. Proven ability to maintain the highest standards of confidentiality and work sensitively around those affected by safeguarding issues.
12. Strong commitment to equality and diversity.
13. In sympathy with the aims of the Church of England.

Education / Professional qualifications

1. Relevant professional qualification (e.g. social work or probation qualification), or equivalent experience relevant to safeguarding.

Disclosure & Barring Service (DBS) Requirements:

- Does this role require a DBS check? Yes
- If yes, at what level? Enhanced with Children's and Adults' Barred List

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

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|---|---|
| Excellence:
we take pride
in doing a
good job | <ul style="list-style-type: none">• Understand the needs and expectations of those we serve and support• Take personal responsibility for solving problems and learn from what we do• Support what works but be open to and welcome change where it's needed• Work with others to get the best Result for those we serve and support |
| Respect:
we treat
everyone
with dignity | <ul style="list-style-type: none">• Value people for who they are and embrace our differences• Listen and learn from each other, regardless of who or what we are• Set clear, realistic and fair expectations• Recognise achievement and support each other |
| Integrity: we
are
trustworthy | <ul style="list-style-type: none">• Do what we have said we will do• Take accountability for what we do• Be open and straightforward with ourselves and others• Celebrate behaviours that support our values and challenge those that don't |

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

Our aim is for everyone in the NCIs to feel that they belong, and are valued for who they are and what they contribute.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and to ensuring that everyone, job applicants, customers and other people with whom we deal, are treated fairly and not subject to discrimination. We will do whatever is necessary to provide genuine equality of opportunity. We continuously review our policies and processes to support our aim to create a workforce as diverse as the nation the Church of England serves.

As a Disability Confident Leader, we actively look to attract, recruit and retain those of you who are disabled.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

Starting Salary: Salary starts at the probationary point of £54,469 per annum for the hybrid/London role and at the probationary point of £51,883 per annum for a home-based role.

On satisfactory completion of the probationary period, the salary will rise to the standard point for the band: £58,569 per annum for the hybrid/London role and £55,788 per annum for a home-based role.

Pension Contributions: Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The National Church Institutions have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

Annual Leave: 30 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is offered on an open-ended contract, subject to a six-month probationary period.

Date: 25 March 2022

March 2022