

## ROLE PROFILE FOR Redress Programme Non- Executive Board Chair

### 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

The National Safeguarding Team provides professional safeguarding advice to the Church of England on matters of national policy as part of its wider transformation plan, which includes the development and implementation of national policy, training, quality assurance and audit, and work with survivors. The national safeguarding team also leads complex casework and supports dioceses in their safeguarding of children and adults.

An investigation by the Independent Inquiry Child Sexual Abuse conducted in 2019 has highlighted some areas for improvement in the Church of England Safeguarding Structure and Practices. This investigation reviewed the extent to which the Church of England and the Church in Wales protected children from sexual abuse in the past. It also examined the effectiveness of current safeguarding arrangements. A public hearing on these specific areas was held in 2019. The report, published in 2020, also drew on the previous two case studies on the Anglican Church, which

related to the Diocese of Chichester and Peter Ball. In addition to recommendations made in the case studies, IICSA made eight recommendations in this report, covering areas such as clergy discipline, information-sharing and support for victims and survivors.

The Redress Scheme project is part of the Church of England's Safeguarding Programme, which aims to embed structure, quality assurance and continuous improvement in line with its Safeguarding principles. Following the Church of England's recent approval of a comprehensive redress scheme for survivors of Church-related abuse, the project is now moving into the implementation phase, and we are looking for a new member of the team to help us prepare for the opening of the Scheme.

## What you'll be doing

The purpose of this role is to act as the Non-Executive Chair of the Redress Steering Board, a delegated committee of the Archbishops' Council, and to provide leadership to the Redress Steering Board comprised of:

- Archbishops' Council representatives
- Diocesan Secretaries representative
- Bishops representative
- Cathedral Clergy representative
- Archdeacons representative
- Regional Safeguarding Lead representative
- Survivor Participation representative
- Diocesan & Cathedral Safeguarding Officer representatives
- Project sponsor
- Lived experience representatives
- Advisors from the project team and wider national church, including legal, finance, policy, and communications

## MAIN DUTIES AND RESPONSIBILITIES

### Governance and Oversight

- Ensure the Steering Board adheres to its terms of reference and governance framework.
- Promote accountability and transparency in decision-making.
- Monitor compliance with relevant policies, standards, and regulations.
- Ensure that the Steering Board develops updated Terms of Reference to oversee the implementation of the Scheme once it is launched, alongside the Scheme monitoring and evaluation framework.
- Ensure that any declarations of interests by Steering Board members are suitably managed, following robust processes and mechanisms to mitigate against conflict of interests where possible.
- Ensure that the Steering Board fulfils its duties to ensure sound financial health of the Redress Scheme project, with systems in place to ensure financial accountability.

### Leadership and Facilitation

- Chair all Steering Board meetings impartially, ensuring all voices are heard.
- Guide discussions to focus on strategic issues, risks, and outcomes.

- Resolve conflicts and facilitate consensus among Steering Board members.

### **Strategic Alignment and Scrutiny**

- Ensure the project remains aligned with organisational goals and priorities.
- Provide a level of independent challenge and scrutiny to the Redress Steering Board members.
- Challenge assumptions and decisions to maintain strategic focus.
- Support the Steering Board in evaluating the project's value, viability, and sustainability.

### **Risk and Assurance**

- Oversee the identification and management of key risks.
- Ensure appropriate assurance mechanisms are in place (e.g., audits, reviews).
- Provide independent scrutiny of project progress, finances, and deliverables.

### **Stakeholder Engagement**

- Act as a neutral point of contact for stakeholders, including Senior Church leadership and external partner (legal firm hired to administer the Scheme).
- Ensure the Redress Scheme always remains survivor focused and that survivor interests are considered in Steering Board decisions.
- Promote transparency and trust between the Steering Board and wider stakeholders.

### **Performance Monitoring**

- Review project performance against agreed milestones and KPIs.
- Ensure timely escalation of issues and corrective actions.
- Support the Steering Board in making informed decisions based on evidence and reporting.

### **Ethics and Integrity**

- Uphold ethical standards and integrity in Steering Board operations.
- Ensure decisions are made in the best interest of the organisation and beneficiaries.
- Prevent conflicts of interest and promote impartiality.

### **Key relationships**

- Archbishops' Council (AC)
- Survivors of Church-related abuse
- Selected employees of the AC including the NST Contract Management team.
- Other Steering Board members
- Key personnel of service provider

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## 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**

While it would be beneficial to have some understanding of the Church and the dynamic that faith plays in the context of safeguarding, in order for the postholder to be truly independent, the chair shall not be, or have been, an employee, trustee, office holder, or holder of any significant role in the Church of England, or be or have been closely connected to such a person. If you are unsure if this applies to your situation, please get in touch for clarification.

#### *Knowledge/Experience*

- Understand the core aspects of safeguarding in respect of children/adults who have been abused.
- Have significant professional experience of survivor engagement, advocacy, and related skills.
- Have good understanding of the statutory and charity safeguarding sectors.
- Have significant experience of operating at a senior strategic leadership level within an organisation.
- Have experience of board governance in the charitable or third sector.
- Have significant experience of chairing meetings and events.

#### *Skills & Abilities:*

- Demonstrate a commitment to the objectives of the Redress Scheme, and the aspirations of the Archbishops' Council in contracting an independent provider to deliver the Redress Scheme, namely provision of redress (both financial and bespoke) for victims and survivors of church-related abuse.
- Be sympathetic to the aims of the Archbishops' Council.
- Be an emotionally intelligent, discrete, and reflective leader with strong analytical skills.
- Have strong interpersonal skills, an ability to engage effectively and work collaboratively.
- Can commit sufficient time to conduct the role well.

### **Desirable**

#### *Qualifications & Training:*

- May have a relevant academic or professional qualification.

#### *Knowledge/experience:*

- We actively encourage applications from candidates with lived experience of church-related abuse.

## Vacancy Summary

<b>JOB TITLE:</b>	Redress Steering Board – Non-Executive Chair
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>SALARY:</b>	The role of the Non-Executive Chair of the Redress Steering Board is remunerated at £1000 a day. Reasonable expenses for necessary travel, accommodation will be paid in line with the organisational expenses policy.
<b>WORKING HOURS:</b>	Capacity requirement is 2-3 days a month, covering approximately 9 - 12 Steering Board meetings per year, which are expected to take place during usual business hours. Meetings should take no more than 3 hours with 2 – 3 hours of preparation time. The Non-Executive Chair may on occasions be asked to represent the Redress Steering Board at other organisational governance meetings, subject to availability.
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	While most meetings are held online, applicants should be aware that there could be in-person meetings planned in the future.
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	<a href="#">Click or tap here to enter text.</a>
<b>COST CODE:</b>	TBC
<b>PARENT POSITION:</b>	<a href="#">Click or tap here to enter text.</a>