

*THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND*

*MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL*

**NATIONAL SAFEGUARDING TEAM**

**JOB PROFILE**

**JOB TITLE:** **National Safeguarding Learning and Development Manager (Delivery Lead)**

**GRADE:** Band 2

**LOCATION:** Home based and Church House, London

This role is primarily home based. However, the post-holder's main duties are to deliver learning pathways across England. Whilst some delivery will be "virtual", the post holder must be willing and able to travel to different parts of the country to deliver learning pathways directly, occasionally at weekends. The post holder will also be required to maintain contact with the National Safeguarding Learning and Development Manager (Development Lead) and wider National Safeguarding Team through attendance at meetings and events in London.

**PERIOD OF EMPLOYMENT:** Permanent

**ACCOUNTABLE TO:** Deputy Director for Development, National Safeguarding Team

**KEY RELATIONSHIPS:**

**National working relationships:**  
National Safeguarding Team  
Lead Bishop for Safeguarding  
Secretary General Archbishops' Council  
National Safeguarding Steering Group  
National Safeguarding Panel  
Safeguarding Training Working Group  
Relevant staff within the National Church Institutions

**Other Church relationships:**  
Provincial Safeguarding Advisers (Bishopthorpe and Lambeth)  
Diocesan Safeguarding Advisers  
Diocesan Bishops  
Diocesan Secretaries and other staff in the dioceses  
Cathedral Deans and Safeguarding Leads  
Religious Communities and Theological Education Institutions  
Diocesan Safeguarding Trainers

## **External relationships**

Victims and survivors of church-based abuse  
(as individuals and groups)

### **BACKGROUND:**

The Church of England is on a journey to become “safer”. The Church’s vision is to achieve a paradigm shift in which safeguarding becomes part of the DNA of the organisations that comprise it. Safeguarding learning has a crucial role to play in achieving this vision. “Safeguarding learning” is more than training people on procedures. Rather, its primary aim is to develop the culture, beliefs, understanding and relationships which are necessary for good safeguarding behaviours.

This post is based in the National Safeguarding Team which leads and supports safeguarding activity across the Church.

### **JOB SUMMARY:**

This is one of two National Safeguarding Learning and Development Manager posts. The two posts have core elements in common but also each has a specialist focus: one on “learning development” and one on “learning delivery” (informed by systemic practice/theory). This post has the focus on “learning delivery”.

The central role of both is to provide national leadership in respect of safeguarding learning across the Church in order to contribute to the achievement of the following outcomes:

- healthy and safe cultures in Christian communities
- an alignment / integration of safeguarding values with the beliefs and values of Church members, so that good safeguarding behaviours flow from an internal motivation
- positive leadership behaviours
- responding well to victims and survivors of Church-abuse
- the embedding of continuous self-reflexivity and formation for Church Officers in respect of safeguarding.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. The design and continuous development of a suite safeguarding learning pathways and materials relevant to the needs of the different Church bodies<sup>1</sup> and roles which make up the Church.
2. The design and development to be based on latest developments in effective safeguarding practice and in respect of effective adult learning methods; specific policy and other relevant developments within the Church context, and the learning from quality assurance activity within the Church.

---

<sup>1</sup> (“Church Bodies” includes dioceses, parishes, cathedrals, Theological Educational Institutions, Religious Communities. The range of Church Officer roles includes anyone appointed / elected by or on behalf of the church to an office, post or role, whether they are ordained or lay, paid or unpaid).

3. The dissemination of these pathways to local diocesan safeguarding trainers, and the training of these trainers in their delivery.
4. The direct delivery of some safeguarding learning pathways.
5. The creation and leadership of a development programme for diocesan safeguarding trainers, enabling them to practice a range of adult learning methodologies.
6. To provide advice and support to diocesan safeguarding trainers, including group reflection and development sessions.
7. The quality assurance of the work of diocesan safeguarding trainers through periodic observation and feedback.
8. Supporting diocesan safeguarding trainers in the development of quality / outcome focused methods of evaluation.
9. To commission (including procurement, contracting and review) independent trainers for specialist areas and specialist learning modules / materials from external bodies when necessary.
10. To contribute to the Church's safeguarding quality assurance framework by developing standards for safeguarding learning and methodologies for evaluating quality and impact in terms of belief and behavioural change.
11. To involve victims and survivors of abuse in the design and delivery of safeguarding learning pathways, and to support Church Bodies to do this locally.

## **DELIVERY LEAD RESPONSIBILITIES**

1. To lead on the delivery of the safeguarding pathways for which the National Safeguarding Team is responsible for direct delivery, including the Senior Leadership Pathway.
2. To introduce ideas, approaches and learning methods from systemic practice and theory into the design and delivery of safeguarding pathways.
3. To lead on the promotion of effective dialogical experiences and self-reflexivity in safeguarding learning.

## ***PERSON SPECIFICATION:***

### **ESSENTIAL**

#### **Skills/Aptitudes:**

1. Able to design safeguarding learning pathways and modules which are evidence-based in terms of content and learning methods, and that can deliver desired outcomes.
2. Able to deliver and blend a range of learning methods effectively.
3. Able to lead and facilitate project groups, ensuring they deliver the outcome required.
4. Able to lead and manage complex organisational arrangements within a complex organisational setting.
5. Able to promote cultural change within an organisation.
6. Able to build effective, trusting influential relationships with a wide range of internal and external stakeholders, at all levels and including victims and survivors of abuse.
7. Able to communicate complex ideas succinctly and clearly in writing for a range of audiences.
8. Able to speak in public to large groups of people in an impactful and engaging way.
9. Able to facilitate high quality dialogical experiences within learning groups.

**Knowledge/Experience:**

1. Experience of safeguarding work with children and/or adults, including the application of evidence-based practice models / theory.
2. Experience of designing safeguarding learning, using a range of methodologies.
3. Experience of delivering safeguarding learning, using a range of methodologies.
4. Experience of using systemic theory and principles in learning design and delivery.
5. Knowledge of national safeguarding legislation, statutory guidance and policy (e.g. Children Acts, Care Act, Working Together, criminal justice legislation).
6. Knowledge of latest research and developments in adult learning.
7. Experience of working with a wide range of stakeholders including senior leaders.
8. Experience of engaging with children, young people and / or adults who have experienced abuse.

**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 constructively and to be self-reflexive, welcoming feedback.
7. In sympathy with the aims of the Church of England

**Education / Professional qualifications:**

- Degree level or equivalent
- Professional qualification relevant to safeguarding.
- Postgraduate qualification in learning and development.

**Circumstances:**

This role is primarily home based. However, the post-holder’s main duties are to deliver learning pathways across England. Whilst some delivery will be “virtual”, the post holder must be willing and able to travel to different parts of the country to deliver learning pathways directly, occasionally at weekends. The post holder will also be required to maintain contact with the National Safeguarding Learning and Development Manager (Development Lead) and wider National Safeguarding Team through attendance at meetings and events in London.

DBS at Basic Level.

**DESIRABLE**

- Understanding of Church of England national structures and policies.

**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;***

- Excellence:** we take pride in doing a good job
- 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
- 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
- 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 £51,883 per annum. On satisfactory completion of the probationary period the salary will rise to the standard point for the band £55,788 per annum (pro rata to if part-time)]

**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 [pro rata to if part-time].

**Annual Leave:** 25/30 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer. [Pro rata to if part-time].

**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 permanent basis, subject to a [six]-month probationary period.