

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

NATIONAL SAFEGUARDING TEAM

JOB PROFILE

JOB TITLE:	National Safeguarding Policy and Development Lead (Survivor Policy Lead)
GRADE:	Band 2
LOCATION:	Whilst the post holder will be largely based at home, there is a requirement to spend an average of one day per week at Church House, London. The post holder will also need to be able to travel to different parts of the country in their work with dioceses and cathedrals, including occasional overnight stays and weekend working.
PERIOD OF EMPLOYMENT:	Permanent
ACCOUNTABLE TO:	Deputy Director for Development (National Safeguarding Team)
KEY RELATIONSHIPS:	<p>National working relationships:</p> <ul style="list-style-type: none">National Safeguarding Team (NST)Lead Bishop for SafeguardingSecretary General Archbishops' CouncilNational Safeguarding Steering GroupNational Safeguarding PanelRelevant staff within the National Church Institutions <p>Other Church relationships:</p> <ul style="list-style-type: none">Diocesan Safeguarding AdvisersDiocesan BishopsDiocesan Secretaries and other staff in the diocesesCathedral Deans, Safeguarding Advisers and LeadsReligious Communities and Theological Education InstitutionsOther Church bodies as appropriate <p>External relationships</p> <ul style="list-style-type: none">National bodies working on safeguarding issues in faith communitiesAcademic institutionsSurvivor Reference Group, other survivor organisations and individual survivors

- BACKGROUND:** The NST is responsible for supporting the Church in achieving its goal of becoming safer for children and adults. It does this by delivering a range of functions. One of the key functions is the development of safeguarding policy to be followed by Church officers at all levels.
- JOB SUMMARY:** This post will have lead responsibility for the development and revision of national safeguarding policy, for planning its implementation and for leading work for the NST with other NCI departments in relation to safeguarding policy. The postholder is responsible for ensuring that the policy is based on latest relevant academic research, national legislation and canon law. "Policy" also includes formal safeguarding codes of practice and guidance.
- The post has a specific area of responsibility: leading the development and implementation of strategic policies and safeguarding codes of practice to address the needs of victims and survivors of abuse in a Church context.
- To this end, co-production with victims and survivors of clergy and Church-related abuse will be required. The role will draw on the lessons and experience of historical abuse as well as current challenges. It will also involve project managing the implementation of some elements of the policies.

MAIN DUTIES AND RESPONSIBILITIES:

Leading policy development and implementation

1. To lead, manage and review effective processes for the development and implementation of a range of national safeguarding policies, codes of practice and guidance including the development of project plans for policy development based on sound project management principles.
2. In conjunction with the other Policy and Development Lead post, to undertake the necessary policy and guidance development arising from the implementation of Recommendations 1 and 8 of the IICSA Report on the Anglican Church (2020).
3. To work collaboratively: Engagement of all relevant stakeholders in the policy development process, including survivors, relevant lead bishops / Church working groups, DSAs / Cathedral Safeguarding Leads, including the establishment of stakeholder project groups.
4. Engagement with technical experts relevant to the particular policy field e.g. academic, legal, HR, data protection and researching the evidence-base for the policy area, and ensuring consistency with national and canon law, and policy.
5. Ensuring the policy is relevant to all parts of the Church, in particular: dioceses, parishes, cathedrals, religious communities and Theological Educational Institutions,

and is informed by the learning from within the Church e.g. from Learning Lessons Case Reviews.

6. Working with NST colleagues and NCI Communications to develop implementation plans for new and revised policies.
7. Leading a cycle of learning and review for national safeguarding policy.
8. Following governance processes for the approval of new and amended policies, including the preparation of timely, appropriate papers and reports for the National Safeguarding Steering Group, National Safeguarding Panel, General Synod and others.
9. Leading work to engage with other departments and working parties across the NCIs to ensure that their work and initiatives reflect national safeguarding policy.
10. Overseeing the safeguarding e- manual, including the maintenance and support contract and ensuring that it is kept up to date.

Survivor lead role in respect of policy

Leading the development and implementation of specific strategic policies and safeguarding codes of practice to address the needs of victims and survivors of abuse in a Church context. This involves:

1. Co-producing with survivors specific safeguarding policies and codes of practice.
2. Leading the support to Church bodies to enable their effective implementation of the Church's Guidance: "Responding Well to Victims and Survivors of Abuse."
3. Evaluating and continuing to develop and enhance "Responding Well to Victims and Survivors of Abuse".
4. Building relationships and working with survivors' groups and individuals, and colleagues in the NST:
 - to ensure that the survivor perspective is present in other safeguarding policies.
 - to ensure that the survivor perspective is present in other areas of development and activity such as safeguarding training and quality assurance.
5. Co-ordinating the survivor elements of the project to implement Recommendations 1 and 8 of the IICSA report on the Anglican Church.
6. Development and support for the implementation of action plans arising from policy development in this area.
7. Development of wide subject knowledge of this area in the Church through analysis of research evidence and historic cases, and collaboration with other denominations and faith organisations.
8. Co-produce with survivors' groups / individual survivors models of "best practice" for responding well to victims and survivors through analysis of available research data and engagement with survivors.

9. Participate in collaborative work with other NST colleagues who are engaging with victims and survivors across other workstreams.

PERSON SPECIFICATION:

Skills/Aptitudes:

1. Able to work collaboratively with internal and external partners.
2. Able to lead and manage complex projects through all stages.
3. Able to develop project plans based on sound project management principles.
4. Able to lead and facilitate project groups, ensuring they deliver the outcome required.
5. Able to build effective, trusting influential relationships with a wide range of internal and external stakeholders, at all levels.
6. Able to communicate complex ideas succinctly and clearly in writing for a range of audiences.
7. Ability to analyse and summarise large amounts of complex written information from a range of sources and turn into meaningful policy.
8. Able to speak in public to large groups of people in an impactful and engaging way.
9. Ability to communicate with survivors and people of all backgrounds effectively both in written form and verbally

Knowledge/Experience:

1. Experience of safeguarding of children and/or adults and policy and guidance development in the safeguarding sector.
2. Experience of producing clear, effective policy and guidance for a range of audiences.
3. Knowledge of national safeguarding legislation, statutory guidance and policy (e.g. Children Acts, Care Act, Working Together, criminal justice legislation) both current and historical as relevant to non-recent abuse.
4. Knowledge of latest research and practice developments in the safeguarding field.
5. Experience of working across departments and organisations to support strategic policy development, delivering projects that have measurable impacts.
6. Experience of analysis and effective communication of safeguarding recommendations and findings.
7. Experience of working with a wide range of stakeholders including senior officials.
8. Experience of engaging with children, young people and adults at risk.
9. Experience of working with survivors of abuse.
10. An understanding and application of trauma-informed theory, approaches and practice.

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:

- Degree level or equivalent

Circumstances:

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Disclosure & Barring Service (DBS) Requirements:

- This role requires a Basic DBS check.

Desirable

1. Experience of safeguarding quality assurance and inspection processes.
2. Knowledge of how safeguarding operates in the Church of England.
3. Understanding of Church of England national structures and policies.
4. Experience of co-production with adults with lived experience.

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 |
| Respect:
we treat
everyone
with dignity | <ul style="list-style-type: none"> • Work with others to get the best Result for those we serve and support • 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 £55,831 per annum. On satisfactory completion of the probationary period the salary will rise to the standard point for the band £60,033 per annum (pro rata 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.

Annual Leave: 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 an open-ended basis, subject to a six-month probationary period.

Date: 24 May 2022