Diocese Recruitment Pack

Safeguarding Caseworker



Diocese *of* Liverpool

Bigger Church, Bigger Difference

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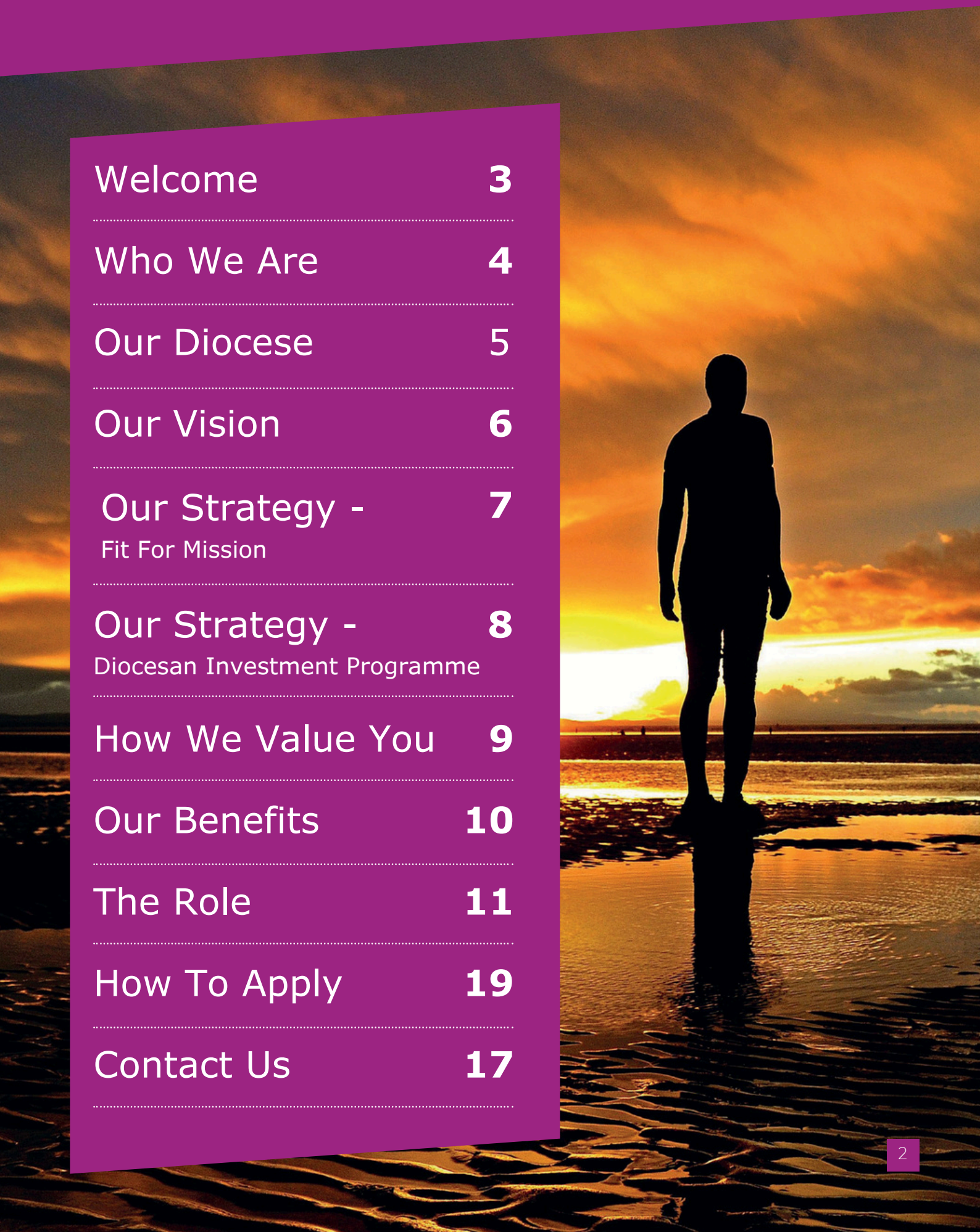
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Welcome



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,

Sharon Parr

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.

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

Role Title: Safeguarding Caseworker
Reporting to: Deputy Head of Safeguarding / Deputy Diosecan Safeguarding Officer (DDSO)
Salary: £39,246 per annum
Hours: 35 Hours per week
Location: Based at St James House, Liverpool, but with diocesan wide working

Role Summary:

The Safeguarding Caseworker will provide dedicated professional case holding capacity within the Diocesan Safeguarding Team, helping to ensure safeguarding concerns and allegations are recorded, assessed, progressed and reviewed promptly, sensitively and consistently.
The postholder will manage an allocated portfolio of cases and provide practical professional safeguarding advice to parishes and others, in accordance with current Church of England safeguarding requirements and statutory guidance.

Reporting to the Deputy DSO, the Caseworker will work within clear triage, allocation, decision making and supervision arrangements. The ADSO is the senior practitioner resource for complex or high risk cases, specialist risk advice and professional quality assurance; the Deputy DSO retains leadership of case allocation, supervision and casework performance.

The Caseworker remains professionally accountable for the quality, timeliness and recording of work allocated to them, with escalation whenever complexity or risk exceeds agreed limits.

The Role

Duties and Responsibilities

Responsibilities are grouped around the five National Safeguarding Standards. The role may involve cases of varying complexity; allocation and approvals will reflect the postholder's experience, competency and the agreed safeguarding supervision arrangements.

Standard 1: Culture, Leadership and Capacity

·Provide a professional, approachable and reliable safeguarding contact for clergy, Parish Safeguarding Officers, parish leaders and diocesan colleagues on assigned referrals, concerns and cases.
·Contribute to a consistent safeguarding culture through timely follow up, accurate recording,
appropriate information sharing, clear communication and respect for those affected by concerns.
·Identify themes, recurring practice weaknesses and cases requiring additional support; share
·learning and escalate systemic concerns to the Deputy DSO and, where appropriate, the ADSO.
·Contribute information for management reports, statutory or national requests and quality
assurance activity as directed, maintaining confidentiality and avoiding unnecessary duplication of records.

Standard 2: Prevention

·Offer professional guidance to clergy, PSOs and relevant church officers on making safeguarding referrals, maintaining safe boundaries and implementing agreed safeguarding arrangements in individual allocated matters.

The Role

·Contribute to case specific safer recruitment and suitability work, including DBS/confidential declaration referrals allocated for professional review; refer cases requiring complex risk or eligibility judgements to the ADSO/Deputy DSO.
·Support implementation and review of Church Safety Plans and arrangements for individuals whose involvement in church life may present safeguarding concerns, working with relevant parish and statutory partners.
·Identify opportunities to prevent repeat harm or poor practice and share these with the ADSO, Operations & Parish Support Manager or learning colleagues as appropriate.

Standard 3: Recognising, Assessing and Managing Risk

·Receive and review allocated safeguarding enquiries, concerns and allegations; carry out initial information gathering or screening in accordance with agreed pathways and refer threshold, allocation and high risk decisions to the authorised DSO/DDSO/ADSO route.
·Manage an allocated caseload from assignment to agreed closure or transfer, planning contact, referrals, review dates and actions so that safeguarding work progresses without avoidable drift.
·Undertake proportionate safeguarding risk assessments, safety planning and case reviews within professional competence and approved supervision arrangements; obtain senior scrutiny or sign off where required.
·Respond to allegations against Church Officers and other safeguarding concerns in accordance with the applicable national Code of Practice, under appropriate senior direction; do not undertake unauthorised investigative interviews or duplicate statutory investigations.
·Refer promptly to police, LADO, children's or adult services, probation/public protection or other appropriate partners as required; coordinate with statutory agencies and record decisions and outcomes.

The Role

·Prepare accurate case chronologies, safeguarding plans, case management meeting papers, professional reports and follow up records, using the National Safeguarding Case Management System (NSCMS/MyConcern or its successor) and authorised diocesan records systems.
·Maintain active communication with parishes and relevant stakeholders on agreed actions, reviews and safeguarding boundaries, while managing confidentiality, consent and need to know information sharing.
·Take prompt action where someone is at immediate risk of harm, including contacting emergency services where appropriate; escalate significant risk, disagreement, emerging allegations and urgent matters without delay.
Participate in Safeguarding Case Management Groups or other case specific professional meetings as directed and ensure that agreed actions are completed and properly documented

Standard 4: Victims and Survivors

▪Respond to victims, survivors, complainants and other affected individuals in a sensitive, trauma informed and person centred way, listening without prejudging and explaining the safeguarding role, limitations and next steps.
·Make or coordinate appropriate offers of support, signposting and safeguarding arrangements for victims and survivors as part of allocated casework, drawing on the DSO/DDSO/ADSO where professional or independent support decisions are required.
·Maintain proportionate communication, review plans and record feedback so that individuals are kept informed appropriately and their wishes, safety, dignity and accessibility needs are considered.
·Apply fairness, confidentiality and appropriate procedural safeguards in contact with respondents and others who are the subject of allegations.

Standard 5: Learning, Supervision and Support

Engage in regular professional supervision, case discussion and reflective practice with the Deputy DSO or agreed authorised supervisor; seek timely consultation from the ADSO on specialist or complex safeguarding issues

The Role

·Complete required safeguarding learning and continuing professional development, keeping knowledge of relevant law, safeguarding procedures and Church of England Codes of Practice current.
·Use feedback from audits, supervision, case reviews and survivor experience to improve caseholding practice and avoid recurrence of identified failings.
·Contribute to case based learning, parish briefings or practice discussions in agreement with the Safeguarding Training & Development Lead

Key Working Relationships:

·Deputy DSO (line manager, allocation and professional supervision); ADSO (senior practitioner advice and casework quality assurance); DSO and wider diocesan safeguarding practitioner team.
·Cathedral Safeguarding Officer for matters crossing Cathedral and parish boundaries, coordinated through the Deputy DSO and agreed referral arrangements.
·Safeguarding Operations & Parish Support Manager on parish systems, operational QA and
compliance issues, and safeguarding learning colleagues on practice training needs.
·Clergy, PSOs, PCC and parish officers, archdeacons and other diocesan colleagues as appropriate to cases.
Police, LADO services, children's and adult social care, probation/public protection teams, health and voluntary agencies, the NST and other safeguarding partners

The Role

Role Boundaries and Accountablilty

·The Caseworker is a qualified or equivalently experienced practitioner and holds responsibility for progressing assigned cases within clear professional boundaries. The role is not merely administrative; it includes case assessment, proportional risk work, safety planning and inter agency liaison appropriate to competence, supervision and authorised thresholds.

·The ADSO retains a distinct senior practitioner focus on the more complex allocated work, professional casework scrutiny and specialist advice; the Deputy DSO retains overall operational leadership, allocations and supervision. The Caseworker does not routinely undertake independent quality assurance of their own cases or independently determine matters reserved to the DSO or statutory agencies. Safeguarding operations, dashboards, recruitment administration and organisational parish QA are led by the Operations & Parish Support Manager. The Cathedral Safeguarding Officer leads assigned Cathedral safeguarding work.

·The postholder must work in accordance with all applicable safeguarding law, current House of Bishops Codes, data protection requirements and diocesan procedures, escalating uncertainty or serious risks promptly. Reasonable additional duties should remain consistent with a professional caseholding post and its grading.

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Person Specification

Skills and Aptitudes — Essential

· Assess safeguarding enquiries and maintain a caseload with accurate action planning, prioritisation, monitoring and timely escalation.
· Apply proportionate safeguarding risk assessment and safety planning methods within the role's competence and supervision framework.
· Engage sensitively, respectfully and clearly with victims, survivors, respondents, clergy, volunteers, professionals and families.
· Produce clear, complete, timely and defensible records, chronologies, safeguarding plans, reports and professional correspondence.
· Recognise when a matter exceeds professional competence or agreed thresholds, seek supervision and provide effective handovers.
· Work collaboratively with statutory and voluntary agencies, with appropriate challenge, information sharing and escalation.
· Use secure case management systems, Microsoft 365 and effective personal organisation to manage multiple concurrent matters.

Knowledge and Experience — Essential

Professional experience of safeguarding children and/or adults in a relevant statutory, voluntary, faith or regulated setting, with direct responsibility for handling safeguarding concerns or cases.
· Experience of managing or coordinating an assigned caseload, undertaking case related assessments and monitoring action and review plans.
· Working knowledge of safeguarding legislation, thresholds, local safeguarding referral arrangements, trauma informed practice and confidentiality/information sharing, with ability to learn and apply current Church of England safeguarding Codes.
·Experience of communicating with individuals affected by abuse or risk, and of recognising the need for proportionate support and careful procedural fairness.

Person Specification

·Evidence of effective multi agency working or case related liaison with appropriate external safeguarding professionals.
· Understanding of risk factors that can arise where a person who may pose a risk wishes to worship, volunteer or undertake other Church activities.

Desirable:

Direct Church of England or parish safeguarding experience; knowledge of Church Safety Plans, DBS suitability assessment and NSCMS/MyConcern; experience supporting risk management for those who may pose high harm; involvement in casework audits or training.

Personal Attributes — Essential

· Strong commitment to safeguarding, reliable follow through and the protection and dignity of children and adults.
· Integrity, sound judgement, professional curiosity, sensitivity and the ability to act without prejudice or defensiveness.
· Resilience and self awareness, with a commitment to professional supervision, learning and healthy casework boundaries.
· Respect for equality, inclusion, confidentiality and constructive working relationships with people who hold differing perspectives.
· Ability to work within and be sympathetic to the aims and mission of the Church of England without compromising professional judgement.

Qualifications and Development

· Relevant professional qualification (including social work, probation, police, health, education or a related field) or demonstrably equivalent safeguarding practice experience.
· Current professional registration where applicable and commitment to completing the Church of England learning required for this role.
· Willingness to undertake continued development in case management, risk assessment, trauma informed practice and multi agency safeguarding.

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: 9th November 2026**
- **Applications Close: 23rd November 2026**
- **Shortlisting Date: TBC**
- **Interview Date: TBC**

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**
Website: **liverpoolcofe.org**
Address: **St James' House, 20 St James' Road, Liverpool, L1 7BY**



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