

ROLE PROFILE FOR

Survivor Participation Officer

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

In February 2025, the Church of England's legislative body, General Synod, voted on a motion brought by the Lead Bishop for Safeguarding on future structures for safeguarding in the Church of England. [Synod votes on next steps for independent safeguarding | The Church of England](#)

This work was the culmination of a response by the Church of England to two reports published in 2024 about safeguarding structures and operations. The General Synod motion, as amended, sets the direction of travel for safeguarding structures and operations in the future.

The lead safeguarding bishop and her team are in the process of constituting a Programme Board, which will oversee two Project Boards delivering major workstreams:

- Scrutiny of Church Safeguarding
- Operational Delivery of Church Safeguarding

The day-to-day operation of delivering the work that General Synod has commissioned is the responsibility of the Safeguarding Structures Team. This team will deliver work to develop a scrutiny body which will scrutinise the Church of England's safeguarding activities, through the Project Board delivering Scrutiny of Church Safeguarding.

This team, working with the NCI Legal team, will also – through the Project Board designing Operational Delivery of Church Safeguarding – develop policy on the new structures for delivery and once relevant policy has been agreed provide instructions to the legal team to enable all necessary legislation to be prepared. It will undertake further work to understand how externalising safeguarding structures across the whole Church might be realised in future.

The team will also deliver some urgent priorities to help prepare for these two major projects, such as the development of a uniform local complaint process, among other tasks.

The Safeguarding Structures Team sits within the Archbishops' Council, which is a charity set up in law to co-ordinate, promote, aid and further the work and mission of the Church of England, and is one of the National Church Institutions.

What you'll be doing

The Survivor Participation Officer will play a crucial role in supporting the work of the Safeguarding Structures Team, taking responsibility for enabling and supporting victims and survivors to participate in the work of the Safeguarding Structures programme.

The Safeguarding Structures programme includes:

- Setting up an external scrutiny body, which is likely to be on a statutory basis in order to give it "teeth" and so would require legislation
- Transfer of most functions currently delivered by the National Safeguarding Team (NST) – except policy development – to an external employer, eventually and after all development, consultation and legislative processes complete
- Further work to determine the legal and practical requirements necessary to implement model 4 which would involve the transfer of safeguarding teams in dioceses and cathedrals to the same external employer as the NST.

This Programme includes two project boards: Scrutiny of Church Safeguarding; and Operational Delivery of Church Safeguarding, reporting to a Programme Board.

The postholder must have exceptional empathy, compassion and understanding for the personal experience of victims and survivors who have experienced abuse, particularly within the context of faith settings, including the Church of England or other denominations or traditions. They might also be a person with lived experience of church-related abuse.

They will support victims and survivors who sit on the programme/project boards and any other person with lived experience who will participate in the programme. They will also manage and commission quantitative and qualitative fieldwork to gather insights and invite participation from a wide range of survivors.

The postholder must have demonstrable experience of building relationships of trust and rapport with individuals who have personal experience of abuse. They must be able to demonstrate that they have consistently used trauma-informed principles and ways of working in their work. They must be a strong team-player with the ability to work alongside colleagues in the Safeguarding Structures team and the National Safeguarding

Team to develop appropriate and trauma-informed means of participation and engagement.

This is an intensive piece of work to deliver a project rigorously and at pace. The postholder will report to and work closely with the Senior Communications and Engagement Manager and the Engagement Lead. They will also form key working relationships with colleagues in the Survivor Participation Team and will receive reflective supervision specifically in relation to trauma-informed practice from qualified colleagues.

MAIN DUTIES AND RESPONSIBILITIES

- Acting as the single point of contact for all victims and survivors who are participating in the Safeguarding Structures programme, building trusting relationships to ensure that survivors feel comfortable and supported in order to contribute and participate.
- Providing support to victims and survivors who are members of boards, committees or advisory groups. While most such meetings will be held online, this element of the role will also include providing in-person support at residential meetings.
- Coordinating and facilitating meetings of survivors as required, providing administrative and practical support to such meetings, including preparing agendas and minuting meetings.
- Holding pre-meetings and debriefs with victims and survivors prior to and following meetings of boards, committees and advisory groups in which those survivors are participating.
- Supporting the Safeguarding Structures team with the planning, designing and facilitation of engagement, fieldwork and participation activities, ensuring input from a wide and diverse group of victims and survivors of abuse, working with colleagues across the Church to ensure safe, meaningful and person-centred participation for victims and survivors.
- Ensuring that survivor participation activities are delivered in consultation with experts in research and ethics from the National Church Institutions (NCIs).
- Analysing data and advice from survivor participation activities, compiling these into comprehensive and accessible documents for inclusion in papers and discussions at project/programme board meetings.
- Developing suitable copy for survivor engagement newsletters and website updates, providing opportunities for survivor participation, and

- ensuring that regular updates are given to survivors on how their feedback is being used to influence decisions.
- Processing expenses and honoraria for survivors participating in the Safeguarding Structures work.
- Running activities and events within and outside of working hours, online, and in person.

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

Skills/Aptitudes:

Knowledge, Skills and Experience

- Comprehensive experience of trauma-informed ways of working, including designing appropriate participation activities for victims and survivors.
- Ability to build and maintain effective relationships with a range of individuals, including those who are the victims and survivors of abuse.
- Very strong facilitation and presentation skills, with the ability to hold, chair and manage meetings as required.
- Knowledge and understanding of safeguarding and the impact of abuse including abuse perpetrated in faith-based contexts.

- High levels of resilience and compassion, working well with others to make sure individuals are supported and can participate safely and fully.
- Excellent communication skills, both written and oral, with the ability to explain technical language in clear, concise and accessible ways.
- Excellent verbal and written communication skills with experience of writing newsletters/similar copy.
- Excellent listening skills with the ability to manage the expectations of individuals with differing experiences and expectations.
- Strong teamwork skills, with the ability to work across a team and functions to deliver meetings, events and projects.
- Ability to engage with colleagues and stakeholders of levels of seniority, communicating sensitively and clearly and listening carefully to their response.
- Experience in providing administrative support to workstreams requiring a high level of attention to detail.
- Strong data analysis and problem-solving skills with the ability to extract and distil qualitative and quantitative data, presenting data in a range of formats to allow easy accessibility and understanding.
- Highly IT literate and proficient with common applications such as MS Teams, Word, Excel, Outlook, PowerPoint and Zoom, as well as web-based applications and ability to learn new software packages.
- Ability to work tactfully, sensitively and flexibly under pressure.
- Reflectivity and a desire to engage in continuing professional development frameworks and professional supervision.

Desirable

- Experience working in a safeguarding context for the Church of England, for Christian Charities, or in the public or charity sectors.
- A relevant professional qualification in social work, counselling, psychology or other related subjects is desirable.

Vacancy Summary

JOB TITLE:	Survivor Participation Officer
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	AC Secretariat
GRADE:	3
SALARY:	£59,248
WORKING HOURS:	21 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster
HYBRID WORK ARRANGEMENTS:	Hybrid working with at least 2-3 days per month in the London office.
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term until July 2028

IS A DBS CHECK REQUIRED? ☒

IF YES, WHICH LEVEL Basic

**IS A FAITH-BASED GOR
APPLICABLE FOR THIS ROLE?** ☐

ORACLE POSITION CODE: Click or tap here to enter text.

COST CODE: 22397

PARENT POSITION: Click or tap here to enter text.