

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 National Safeguarding Team

The Church of England is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church's aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is – something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. Most of the safeguarding work is carried out locally within the 42 dioceses and cathedrals in England. This work is supported centrally by a National Safeguarding Team (NST).

The NST are developing high quality, robust safeguarding policies and procedures, based on legislative requirements and evidence of good practice. This role will be pivotal to delivering this.

What you'll be doing

This post will have responsibility for working alongside the Safeguarding Policy and Development Leads in 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.

MAIN DUTIES AND RESPONSIBILITIES

- To work under the direction of the Safeguarding Policy and Development Leads to manage and review effective processes for the development and implementation of a range of national safeguarding policies, codes of practice and guidance.
- Under the direction of the Safeguarding Policy and Development Leads, to work collaboratively and engage all relevant stakeholders in the policy development and implementation process, including survivors, relevant lead bishops / Church working groups, Diocesan Safeguarding Officers / Cathedral Safeguarding Officers.
- 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 learning from within the Church (e.g. from Safeguarding Practice Reviews and diocesan / national audits).
- Working with relevant stakeholders to develop implementation plans for new and revised policies.
- Working with NST colleagues to support a cycle of learning and review for national safeguarding policy.
- Under the direction of the Policy and Development Leads work to engage with other departments and working parties across the NCIs to ensure that their work and initiatives reflect national safeguarding policy.
- Overseeing the safeguarding e- manual, including the maintenance and support contract, ensuring that it is kept up to date and coordinating improvements.
- Alongside the Policy and Development Leads build relationships and work with survivor groups and individual survivors, 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.
- On behalf of the Policy and Development Leads and with their oversight, prepare briefings, respond to and contribute to communications, and answering queries from dioceses and other Church Bodies on relevant aspects of safeguarding policy.
- Take responsibility for production of non-legislative material

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

March 2024

UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Skills/Aptitudes:

- Able to work under the direction of the Policy and Development Leads, but also use own initiative when required to do so.
- Able to communicate succinctly and clearly in writing for a range of audiences.
- Ability to analyse and summarise large amounts of conflicting written information from a range of sources and turn into a simple policy document or good practice guide.
- Able to work collaboratively with internal and external partners.
- Able to lead and facilitate groups, ensuring they deliver the outcome required.
- Able to build effective, trusting relationships with a wide range of internal and external stakeholders.
- Ability to communicate with survivors and people of all backgrounds effectively both in written form and verbally.

Knowledge/Experience:

- Demonstrable experience of writing documents that will be read and critiqued by members of the organisation and members of the public.
- Experience of producing clear, effective policy and guidance for a range of audiences.
- 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.
- Knowledge of latest research and practice developments in the safeguarding field.
- Experience of working with a range of stakeholders, and getting them to reach a consensus
- An understanding and application of trauma-informed theory, approaches and practice.

Personal Attributes:

- Relational: expert in valuing and managing relationships with others as the means of delivering change. Emotionally intelligent.
- Principled – strong value base and commitment to doing the right thing.
- Brave – willing to challenge others constructively and to be self-reflexive, welcoming feedback.
- In sympathy with the aims of the Church of England

Desirable

- Knowledge of how safeguarding operates in the Church of England.
- Understanding of Church of England national structures and policies.
- Experience of working with survivors of abuse.
- Experience of engaging with children, young people and adults at risk.
- Experience of co-production with adults with lived experience.

Education:

A degree is not required for this role; however, the candidate will need to evidence at least 5 years of relevant experience in a similar field.

Vacancy Summary

JOB TITLE:	Policy Officer
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 4 Standard Point
SALARY:	£48,557
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid. Frequency to be agreed with Line Manager
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 2 years
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8104308
COST CODE:	22382
PARENT POSITION:	Policy and Development Lead