



*Weaving Jesus into the rich fabric of the city and beyond*

**Cathedral Safeguarding Officer**



 THE CHURCH  
OF ENGLAND  

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Diocese of Leeds

# An introduction by the Dean

Thank you very much for your interest in the post of Cathedral Safeguarding Officer.

Our commitment is to place safeguarding at the heart of everything we do at Bradford Cathedral, promoting a healthy culture across our whole community to ensure that all – children, young people and vulnerable adults – can feel safe and flourish. Safeguarding is an expression of our Christian faith and mission, which we live out through a rich and diverse ministry that includes worship, music, education and the arts. As part of embedding safeguarding in our culture, we seek to ensure that this is supported by a robust framework of policies, procedural good practice and reporting. Bradford Cathedral has adopted the Church of England's, House of Bishop's Safeguarding policy statement, [Promoting a Safer Church](#) and [Safeguarding Guidance & Code of Practice](#).

We are also committed to the implementation of the Church of England's [National Safeguarding Standards](#) and the adoption of [IICSA 1 & 8 Recommendations](#).

As Dean of Bradford, I hold overall responsibility for safeguarding at the Cathedral, with our Canon for Congregational Life & Worship acting as Cathedral Safeguarding Lead to provide strategic direction and report to Chapter. A Safeguarding Committee forms a key part of our governance structure, with the day to day management of safeguarding matters sitting with our Safeguarding Team. There is also a Service Level Agreement with the Diocese of Leeds Safeguarding Team, which provides additional advice and support. We are committed to the Church of England's [Safeguarding Learning & Development Framework](#), which means that Chapter and Committee members, staff and volunteers all receive an appropriate level of training to support the maintenance and further development of safeguarding policy and best practice.

The Cathedral Safeguarding Officer is a new role and you will join us at an important and exciting time. Extensive work has been done over the past 18 months to strengthen our safeguarding governance and implement new systems and processes to support operational safeguarding. At the same time, we are currently in the midst of Bradford's year as UK City of Culture, which is providing lots of opportunities for our ministry to develop in new ways as we continue to deliver our [Vision & Strategy](#)

As Cathedral Safeguarding Officer, you will champion and maintain awareness and understanding of safeguarding across all different aspects of the Cathedral's life and work – promoting our safeguarding culture, ensuring adherence to legislation and policy, monitoring risk, and actively managing safeguarding concerns. As well as working closely with the Cathedral Safeguarding Lead and Safeguarding Team, you will also liaise with our wider staff and volunteer teams, offering guidance, advice and support, and making a real difference through direct management of concerns and casework.

Should you wish to have a confidential discussion about this role, please email me at [andy.bowerman@bradfordcathedral.org](mailto:andy.bowerman@bradfordcathedral.org) to arrange a conversation.

With my prayers and best wishes,



The Very Reverend Andy Bowerman  
Dean of Bradford

## About this role

The Chapter of Bradford Cathedral seeks to appoint a Cathedral Safeguarding Officer (CSO). The role will maintain and build on the Cathedral's culture, policies and operational practice relating to safeguarding.

## Key relationships

### Reporting to

- The Canon for Congregational Life & Worship (Cathedral Safeguarding Lead)

### In the Cathedral

- The Dean & Chapter
- Safeguarding Team
- Safeguarding Committee
- Cathedral Senior Management Group
- Cathedral staff & volunteers
- Cathedral congregation

### Key lateral and other relationships

- Diocesan Safeguarding Team
- Diocesan Cathedral Safeguarding Group
- Regional Safeguarding Lead
- National Safeguarding Team
- Relevant officers in statutory authorities such as: The Local Authority Designated Officer, Social Care and Children's Services; Probation Service; Police and Health services.
- Relevant local third sector agencies.
- Adults and children who are using, have used or may use the services of the Cathedral, particularly in relation to safeguarding.

# Key Duties and Responsibilities

The CSO has operational authority within the Cathedral (subject to agreement with the Diocesan Safeguarding Team with respect to responding to concerns and allegations against Church officers) for the following responsibilities;

- Co-ordinate the implementation of the Church of England's, House of Bishop's Safeguarding policy statement, *Promoting a Safer Church*, and *Safeguarding Guidance & Code of Practice* across all aspects of the Cathedral's activities.
- Work with the Dean and Chapter, other clergy, staff and committees to support, develop and improve safeguarding culture and practice across the Cathedral – giving advice, support, direction and challenge, as required.
- Work with the Diocesan Safeguarding Team and Cathedral Safeguarding Group to ensure that operational management of safeguarding at Bradford Cathedral is closely coordinated with the Diocese's safeguarding governance structure.
- Handle all aspects of safeguarding concerns or issues raised and casework within the Cathedral, and escalate these to the appropriate body, such as the Diocesan Safeguarding Team, and/or the relevant statutory agency, as the situation requires.
- Work collaboratively with the Cathedral team, including Chapter, committees, clergy, staff and volunteers to ensure that appropriate training is provided, in line with the Church of England's, *Safeguarding Learning & Development Framework*.
- Ensure that appropriate learning and reflective practice takes place across the Cathedral and contribute to learning within the Diocese arising from safeguarding casework, including, where required, commissioning or requesting safeguarding practice reviews.
- Engage in professional supervision and quality assurance provided by the Safeguarding Lead, and in continual professional development to ensure that the requirements of the *Safeguarding Learning & Development Framework* for safeguarding staff are met.
- Liaise with the Diocesan Safeguarding Team and other relevant agencies to prepare safety plans for those wanting to worship at the Cathedral but who pose a safeguarding risk.
- Manage the Cathedral's response to ongoing safeguarding quality assurance and audit processes.
- Coordinate the Cathedral's response to those reporting abuse and ongoing implementation of the House of Bishop's, *Responding well to Victims & Survivors of Abuse*.
- Maintain up-to-date knowledge of safeguarding legislation and best practice, liaising with Diocesan and National Safeguarding Teams and other Church of England Safeguarding Officers, and attending regional and/or national safeguarding events and activities as required.
- Perform such other duties as are reasonably requested by the Canon for Congregational Life & Worship (Cathedral Safeguarding Lead).

## Person specification:

| Essential  | Desirable   | Measure |
|--|---|---------|
| <b>SKILLS &amp; APPTITUDE</b>  |   |         |
| Apply good safeguarding practice in a way that delivers positive outcomes for children and vulnerable adults.  | Provide clear direction across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures. | A I R   |
| Transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context.   | Provide advice and assessment of blemished DBS.   | A I R   |
| Manage a caseload and develop robust risk assessments and safety plans.  | Change management and developing effective new ways of working for an organisation.   | A I     |
| Manage, support, and coach others in the implementation of good safeguarding practice.   |   | A I     |
| Communicate clearly and effectively - formally through written and verbal reports, and informally - engaging diverse stakeholders with authenticity and expertise.   |   | A I     |
| Support the delivery of bespoke safeguarding training.   |   | A I     |
| Maintain the highest standards of confidentiality and work sensitively around those affected by safeguarding issues.   |   | A I     |
| Quality assure safeguarding practice.  |   | A I     |
| Understand and navigate the complexity of working in a large organisation.   |   | A R     |
| <b>KNOWLEDGE &amp; EXPERIENCE</b>  |   |         |
| A minimum of 2 years' experience of front line child protection intervention and or risk assessment of adult perpetrators, and application of risk assessment (for example, in social work, health, police, local authority or probation setting). | Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.   | A I R   |
| Case worker responsibility in cases involving the protection and safeguarding of children and / or vulnerable adults.  | A general understanding, and sensitivity to the aims, nature and structure of the Church of England.                                      | A I     |
| Up to date knowledge of safeguarding best practice and relevant legislation.   |   | A I     |
| Experience of working with victims, survivors and perpetrators of abuse.   |   | A I     |
| Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.  |   | A I R   |
| Working as part of a busy team with limited capacity and resources.  |   | A I R   |
| A professional understanding of confidentiality and Data Protection.   |   | A I     |
| <b>PERSONAL ATTRIBUTES</b>   |   |         |
| The ability to inspire trust, confidence and commitment.   |   | A I R   |
| A strong value base and commitment to doing the right thing.   |   | A I R   |
| Good self- awareness; understanding of how personal history, life experiences and characteristics inform understanding of, and responses to safeguarding situations.   |   | I       |
| The ability to be self-reflexive, welcoming feedback from others.  |   | A I R   |

|   |                       |         |
|---|-----------------------|---------|
| A high level of personal resilience – working effectively in a pressured environment and under scrutiny.                            |                       | A I R   |
| Ability to balance strategic and operational responsibilities and commitments.  |                       | A I     |
| Ability to prioritise and manage workload within the context of a part-time position.   |                       | A I     |
| A strong commitment to equality and diversity.  |                       | A I     |
| <b>EDUCATION &amp; QUALIFICATIONS</b>   |                       |         |
| Relevant professional qualification or equivalent experience (for example, social care, criminal justice or relevant third sector). | Full driving license. | A I R C |

# Terms and conditions

The person appointed to this role will be employed by Bradford Cathedral Chapter at its offices, located at Bradford Cathedral, Stott Hill, Bradford, BD1 4EH.

*Bradford Cathedral is committed to safeguarding and promoting the welfare of children and all vulnerable people. This commitment is shared by our staff and volunteers.*

**Salary:** £17,500 - £19,000 per annum (FTE £35,000 - £38,000) – dependent on experience.

**Hours:** 18.75 hours per week, worked between Monday – Friday. Due to the nature of this post, at least 75% / 14 hours per week of contracted hours must be worked on-site in the Cathedral, with the opportunity for the remaining 4.75 hours per week to be worked from home. There may be occasions when additional hours need to be worked, subject to agreement, therefore some flexibility with working hours will be needed.

**Holidays:** 135 hours per year - including an allowance for Bank Holidays.

**Place of work:** The normal place of work will be Bradford Cathedral. 4.75 hours per week may be worked from home.

**Pension:** The Cathedral participates in the Church Workers Pension Fund. The Cathedral will pay a 5% contribution to the pension scheme provided you pay a minimum of 3.5% of your salary into the scheme. You will be automatically enrolled unless you decide to opt out.

**Probationary period:** 3 months

**Notice period:** During the probationary period, the notice period is one month on either side. After that, the notice period is 3 months on either side.

**Referees:** Names and contact details of two referees will be required.

**Application checks:** Completion of a Confidential Self Declaration Form is a requirement of the application process.

**Pre-appointment checks:** Offer of the position will be subject to employment checks, including the completion of an 'Enhanced with barred lists' DBS disclosure and agreement to abide by Bradford Cathedral's safeguarding policy and protocols

## How to apply

Please apply using the Church of England's Pathways website. The application should include a personal statement setting out the applicant's suitability for the role and addressing the criteria in the person specification.

<https://www.cofepathways.org/members/modules/job/detail.php?record=8757>

The deadline for applications is **Monday 7 July**.

Interviews will take place on **Friday 18 July** at Bradford Cathedral.