Diocese Recruitment Pack

Assistant Diocesan Safeguarding Officer (ADSO)



Diocese *of* Liverpool

Bigger Church, Bigger Difference

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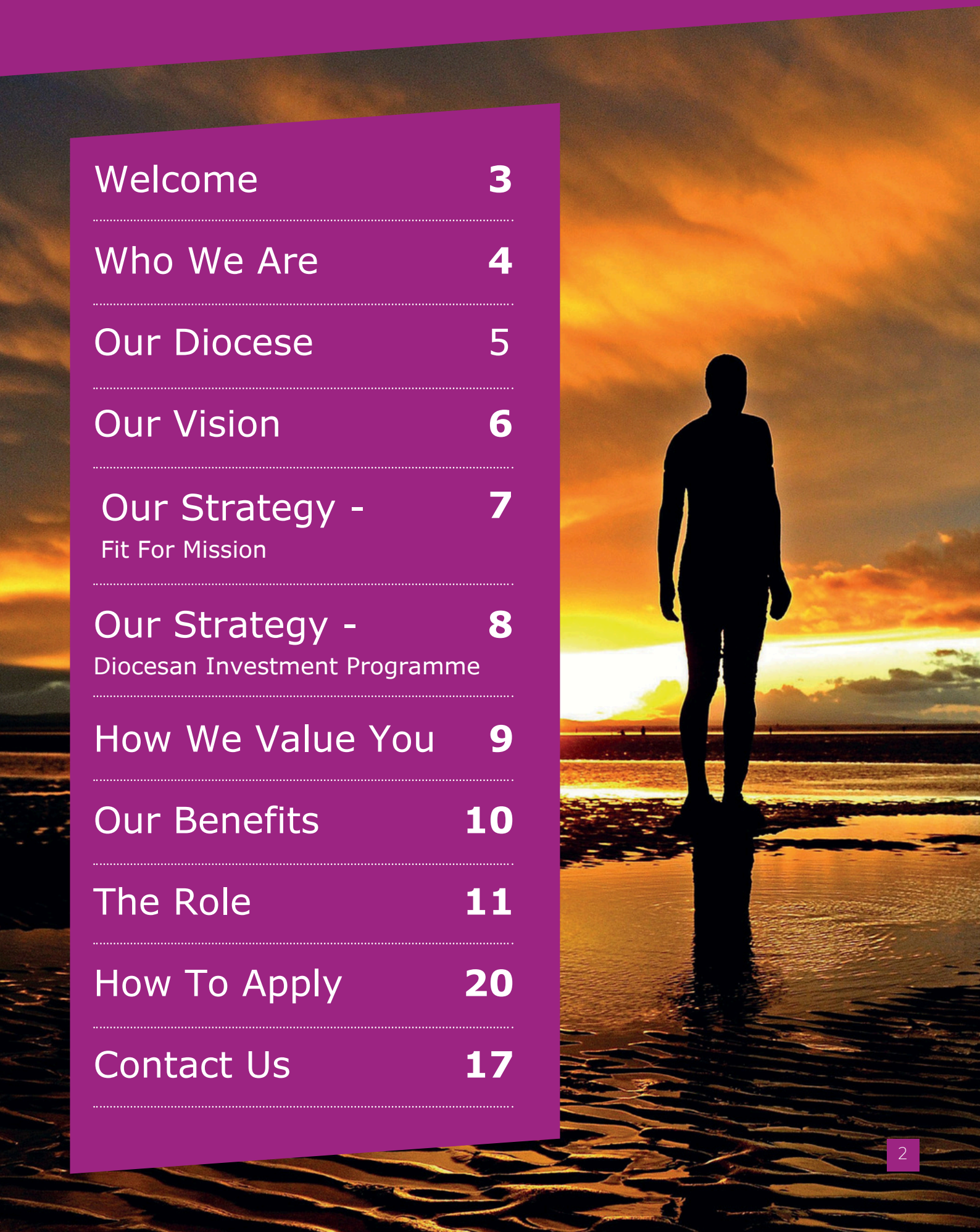
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Welcome



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: Assistant Diocesan Safeguarding Officer (ADSO)
Reporting to: Deputy Head of Safeguarding / Deputy Diosecan Safeguarding Officer (DDSO)
Salary: £40,934 per annum
Hours: 35 Hours per week
Location: Based at St James House, Liverpool with diocesan wide working

Role Summary:

The Assistant Diocesan Safeguarding Officer (ADSO) will provide senior professional safeguarding practice across the Diocese of Liverpool. Reporting to the Deputy DSO, the postholder will hold a proportionate portfolio of complex and higher risk casework, provide specialist safeguarding advice and challenge to parishes and diocesan leaders, and contribute to professional quality assurance, risk management, learning and improvement.

The ADSO will work as part of a differentiated professional team: the Deputy DSO holds overall operational safeguarding leadership and supervision; the ADSO brings senior practitioner expertise, manages more complex allocated work and contributes to practice assurance; and the Safeguarding Caseworker provides dedicated capacity for allocated caseholding. The Cathedral Safeguarding Officer leads safeguarding practice within the Cathedral and is managed by the Deputy DSO.

The ADSO may carry out functions assigned or delegated by the DSO in accordance with applicable Church of England Codes of Practice and agreed diocesan arrangements. Such delegation must be explicit and proportionate; it does not remove the DSO's accountability or transfer the Deputy DSO's management responsibilities.

The Role

Duties and Responsibilities

Responsibilities are set out under the Church of England's five National Safeguarding Standards. Work will be allocated and prioritised in accordance with agreed professional thresholds, competency, case complexity and supervision arrangements.

Standard 1: Culture, Leadership and Capacity

·Provide credible senior practitioner advice, constructive challenge and support to clergy, Parish
Safeguarding Officers (PSOs), parish leaders, archdeacons and diocesan colleagues on significant safeguarding issues, culture and practice.

·Support the Deputy DSO and DSO in establishing clear safeguarding thresholds, consistent case
allocation, professional standards, escalation routes and safe decision making across the diocesan team.

·Contribute to diocesan safeguarding governance and reports by identifying themes, systemic
risks, learning and areas requiring action, including those arising from complaints, audits and case reviews.

·Work collaboratively with the Safeguarding Operations & Parish Support Manager on parish
improvement plans and quality assurance, distinguishing assessments of organisational practice
from independent scrutiny of individual casework.

·Offer professional coaching and case discussion to colleagues, including the Caseworker, as agreed
with the Deputy DSO, without assuming formal line management or independent supervision responsibility unless expressly allocated.

The Role

Standard 2: Prevention

· Advise church officers and diocesan bodies on effective implementation of House of Bishops
safeguarding policy, Codes of Practice, relevant statutory guidance and safer working arrangements.
· Provide specialist safeguarding input on challenging recruitment and suitability decisions, including
DBS disclosures and confidential declarations referred by operational colleagues, with formal decisions and sign off through authorised channels.
· Support proportionate parish safeguarding reviews and targeted improvement activity, especially
where concerns relate to complex practice, protective arrangements or recurring risk.
· Work with the Training & Development Lead to identify practice learning needs and contribute
specialist presentations, case based learning, bespoke sessions and professional input at PSO forums, deanery synods or PCCs as agreed, without taking responsibility for the overall training programme.

Standard 3: Recognising, Assessing and Managing Risk

· Manage an allocated portfolio of complex, sensitive or high risk safeguarding cases, including
allegations concerning Church Officers and situations involving individuals who may present a risk to others, in line with current Church of England Codes and statutory obligations.
·Undertake, coordinate and review professional safeguarding risk assessments, Church Safety Plan
and other risk management arrangements within competence and delegated authority, drawing on specialist or statutory advice where indicated
· Provide senior practitioner input to case triage, prioritisation and escalation; make or recommend decisions within an agreed scheme of delegation and refer exceptional, disputed or highly sensitive matters to the Deputy DSO/DSO or relevant national route.

The Role

Liaise effectively with police, children's and adult social care, LADO services, probation/public
protection partners, the National Safeguarding Team and other agencies; ensure timely referrals and appropriate information sharing.

· Contribute to Safeguarding Case Management Groups and relevant multi agency meetings;
support defensible decisions, actions, reviews and clearly recorded professional rationale.

· Undertake allocated professional safeguarding quality assurance, including proportionate review
of case files, risk assessments, safety plans, case progression and the quality of recording; report findings and follow up improvements under Deputy DSO oversight, avoiding independent assurance of one's own decisions.

· Plan or undertake specialist parish safeguarding quality assurance visits and reviews, jointly with
colleagues or independently within a defined remit, ensuring that findings about professional safeguarding practice are evidenced, reported and escalated.

· Maintain accurate, timely, secure and suitably detailed case records and supervision/decision logs
in the authorised national safeguarding case management system and agreed diocesan records arrangements.

· Where there is immediate danger, ensure protective action and contact with emergency services
without delay; raise safeguarding concerns, regulatory notifications and professional disagreements through the required routes.

Standard 4: Victims and Survivors

· Apply a trauma informed, person centred and non defensive approach in dealings with
complainants, victims, survivors, respondents and others affected by safeguarding concerns.

· Ensure timely, sensitive communication and appropriate arrangements for support, advocacy and signposting, including consideration of an individual's wishes, safety, accessibility and the boundaries of the diocesan safeguarding role.

The Role

· Contribute to implementation of Church of England guidance on responding well to victims and
survivors; ensure their experiences and feedback inform professional practice, case reviews and service learning.

Standard 5: Learning, Supervision and Support

·Participate in regular professional supervision and reflective practice, continuing professional
development and required Church of England safeguarding learning; maintain relevant professional registration where applicable.
·Contribute specialist subject expertise to safeguarding learning and practitioner development, in
agreement with the Training & Development Lead; share lessons arising from serious incidents, professional case reviews and audits.
·Help develop consistent practice tools, guidance and casework approaches, reviewing their
effectiveness with the Deputy DSO and other safeguarding practitioners.

Key Working Relationships:

·Deputy DSO (line manager and operational safeguarding lead); DSO; Safeguarding Caseworker; Cathedral Safeguarding Officer and other members of the Diocesan Safeguarding Team.
·Safeguarding Operations & Parish Support Manager for parish organisational QA, systems, operational data and improvement action follow up; Training & Development Lead and Trainer for practice learning.
·Bishop, archdeacons, clergy, PSOs, churchwardens, PCCs, senior diocesan officers and, as agreed, diocesan safeguarding governance groups.
·Children's and adult social care, police, LADO services, probation/public protection partners, relevant health and voluntary agencies, NST and Regional Safeguarding Leads.

The Role

Role Boundaries and Accountablilty

This is a senior professional practitioner role, not a second Deputy DSO post. The ADSO will undertake complex casework and delegated professional functions, contribute to casework quality assurance and advise on safeguarding risks; overall operational management, formal line management, case allocation oversight and supervision arrangements remain with the Deputy DSO. The ADSO does not automatically have authority to make decisions reserved to the DSO, bishop, statutory agencies or other bodies.

The Safeguarding Caseworker retains responsibility for progressing their own allocated cases within agreed limits; the ADSO offers senior advice, consultation and, where commissioned, quality assurance, without routinely absorbing the caseworker caseload. Parish organisational QA and non casework administration are led by the Safeguarding Operations & Parish Support Manager. Cathedral case leadership sits with the CSO, with any ADSO involvement agreed through the Deputy DSO.

All duties must be undertaken within the current statutory framework, applicable House of Bishops Codes of Practice, information governance requirements and diocesan safeguarding procedures. Reasonable additional duties must be consistent with the professional standing and grade of the post.

Person Specification

Experience — Essential

Substantial professional safeguarding experience in an appropriate statutory, voluntary or other regulated setting, involving responsibility for complex safeguarding concerns and the management of risk to children and/or adults.

Demonstrable experience in safeguarding caseholding, professional risk assessment, safety planning and work with individuals who may present risks to others.

Experience of working with victims and survivors, respondents, families and professionals in situations requiring sensitivity, clear boundaries and balanced professional judgement.

Knowledge and Skills — Essential

Strong understanding of safeguarding law, statutory duties, multi agency referral pathways and contemporary trauma informed practice, with capacity to apply current Church of England safeguarding Codes and National Safeguarding Standards.

Evidence of partnership working with safeguarding agencies, professional challenge, and appropriate information sharing

Experience of professional review, audit or evaluation of casework quality and implementation of improvement actions, or clearly transferable senior practice assurance experience.

Confident use of secure digital casework records and information governance requirements

Person Specification

Exercise confident, proportionate and evidence based professional safeguarding judgement in complex and sensitive circumstances, with clear recording of rationale, uncertainty and challenge.

Assess and manage safeguarding risk, develop and review safety plans, and communicate robust recommendations to colleagues and decision makers.

Provide credible professional advice, constructive challenge and sensitive support to senior leaders, clergy, volunteers, victims, survivors and statutory partners

Maintain and prioritise a complex caseload while identifying urgent concerns, safeguarding thresholds, decision points and escalation requirements

Critically review safeguarding casework, risk assessments and safeguarding practice for quality, compliance and improvement while recognising conflicts of interest

Write clear professional reports, chronologies, risk assessments, safeguarding plans and defensible case records.

Operate effectively in multi agency settings and deliver specialist briefings or learning inputs to groups with varied safeguarding experience.

Knowledge and Skills - Desirable

Prior senior practitioner, mentoring or supervision experience; experience in parish or faith safeguarding; delivering specialist training; knowledge of Church of England governance and national casework systems.

Qualifications and Development - Essential

Relevant professional qualification (for example social work, probation, policing, health, education or equivalent) or substantial demonstrable professional experience sufficient for senior safeguarding practitioner responsibilities.

Person Specification

Current professional registration where applicable to the applicant's qualifying profession.

Commitment to ongoing continuing professional development and completion of the relevant Church of England safeguarding learning pathway.

Qualifications and Development - Desirable

Additional specialist qualifications in risk assessment, public protection, professional safeguarding supervision or safeguarding quality assurance.

Personal Qualities - Essential

Integrity, independence of judgement, professional curiosity and courage to challenge poor practice respectfully.

Trauma aware, reflective and compassionate approach with commitment to listening to victims and survivors and treating respondents fairly.

Resilience, appropriate emotional boundaries, awareness of the need for supervision and commitment to reflective learning.

Commitment to equality, inclusion, anti discriminatory practice and safeguarding culture across a varied church community.

Ability to work within the mission and values of the Church of England while maintaining professional objectivity.

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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