

The Diocese of
Southwark

Head of Safeguarding (Diocesan Safeguarding Officer)

Information pack



Closing date: 7th September 2025

Interviews will take place on: 30th September 2025



The Diocese of
Southwark

Diocesan Secretary

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7th August 2025

Dear Applicant

Thank you for your interest in the role of Head of Safeguarding, who will be our Diocesan Safeguarding Officer (DSO).

This is a key role in our Senior Management Team, to ensure that the work and worship that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest safeguarding standards. This role will require recent relevant experience as a safeguarding practitioner, matched with the ability to lead and support the Safeguarding Team in excellent safeguarding practice. This is a senior operational role which requires excellent leadership and management skills, an ability to manage time and resources for the best outcomes, and the ability to prioritise effectively and support the team in this.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. We have also included the latest safeguarding report, recently submitted to our board of Trustees.

You may also find the safeguarding information on our website of interest, including the Diocesan publication, "A Safe Church", which sets out our requirements and practices, particularly for our parishes, and is updated in line with evolving national policies and practices.

We are committed to providing the right resources for Safeguarding and have grown our team in recent years to make sure that we can respond to needs as they arise.

To apply for the role, please complete the application form through Pathways and submit by 7th September. Interviews for this position will take place on 30 September.

If this is a role that interests and attracts you, and you believe that you have the necessary skills, experience, and energy, we would very much like to hear from you. If you would like an informal conversation about the role prior to applying, then please contact my PA, Henry Metcalfe, 020 7939 9429, or henry.metcalfe@southwark.anglican.org

Yours sincerely

Nicola Thomas
Diocesan Secretary

HEAD OF SAFEGUARDING
Diocesan Safeguarding Officer (DSO)
JOB DESCRIPTION

Job Title:	Head of Safeguarding (Diocesan Safeguarding Officer)
Remuneration:	£67,000 per year
Location:	Based at Trinity House, SE1 1HW
Reporting to:	Diocesan Secretary (Chief Executive Officer and Bishop's Lead for Safeguarding)
Responsible for:	Diocesan Safeguarding Team
Line Manager for:	Deputy DSO

BACKGROUND:

The diocese is committed to maintaining and promoting the highest professional standards of safeguarding and recognises the importance of safeguarding as an essential part of the Church's mission and ministry.

The safeguarding team is an integral part of our diocesan structures, the DSO reports directly to the Diocesan Secretary, the most senior of the executive staff, who is also the Bishop's Lead for Safeguarding. Safeguarding is regarded as critically important by the Bishop.

The staffing levels in the department are kept under careful review and in recent years staffing has been significantly increased. The management and accountability for this area of work is held centrally by the Diocesan Secretary as the Bishop's Lead for Safeguarding.

As set out in the Canons and Regulations of the Church of England, the Diocesan Safeguarding Officer has responsibility in the diocese, independent of the Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults.

This role is required to have an Enhanced DBS check

KEY RELATIONSHIPS:

In each diocese there will be different people responsible for the management and implementation of safeguarding. It is, however, essential that the Safeguarding Officer builds and maintains excellent working relationships with:

- Diocesan Safeguarding Team members.
- the Diocesan Bishop and the Bishop's delegated safeguarding lead.
- the senior staff of the Diocese and Diocesan Board of Finance, particularly the Diocesan Secretary and the Director of Human Resources.
- the Dean and senior cathedral staff, including the Cathedral Safeguarding Lead, and the Cathedral Safeguarding Officer or other safeguarding professional.

- those in licenced and authorised ministry in parishes and other contexts.
- parish safeguarding officers (voluntary roles).
- relevant officers in the various statutory safeguarding authorities, such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the Metropolitan Police Service and Surrey Police.
- the Regional Safeguarding Lead, who is the key contact within the National Safeguarding Team.

We have also recently appointed on a fixed term contract a Safeguarding Performance Manager to sit alongside the Diocesan Safeguarding Team, and support preparation for our forthcoming independent audit in June 2026.

KEY ROLES AND RESPONSIBILITIES:

The Diocesan Safeguarding Officer has operational lead authority within the Diocese for the following responsibilities, arranged according to the Church of England's [National Safeguarding Standards](#):

National Standard 1: Culture, leadership and capacity.

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

The DSO will lead the Diocese's work on this standard by:

- Working with the Diocesan Bishop, senior clergy, the Diocesan Secretary, and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese.
- Cooperating with and supporting the work of the Diocesan Safeguarding Advisory Panel as required.
- Managing the Diocesan response to quality assurance and audit processes.
- Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework, including as required by the Safeguarding Practice Reviews Code of Practice, commissioning or requesting reviews.
- To report to the Bishop's Staff Meeting, the Diocesan Safeguarding Advisory Panel, Cathedral Chapter and other diocesan bodies on the progress of safeguarding arrangements.
- To undertake serious incident reporting to the Charity Commission on behalf of the Diocesan Secretary.

National Standard 2: Prevention.

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

The DSO will lead the Diocese's work on this standard by:

- Implementing, or coordinating the implementation of the [Safeguarding Code of Practice and House of Bishops Safeguarding Guidance](#) across the whole diocese.
- Giving advice, support, direction and challenge on safeguarding matters, as required, to the Diocesan Bishop, other church officers and church bodies within the diocese.
- Providing, or co-ordinating the provision of, safeguarding training across the Diocese, as required by the Church of England's [Safeguarding Learning and Development Framework](#).

National Standard 3: Recognising, Assessing and Managing risk.

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

The DSO will lead the Diocese's progress on this standard by:

- Leading and coordinating all aspects of safeguarding casework within the Diocese, ensuring that work is completed as required by Safeguarding Codes of Practice, House of Bishop's Safeguarding Guidance and all other relevant statutory guidance and legal responsibilities.

National Standard 4: Victims and Survivors.

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

The DSO will lead the Diocese's progress on this standard by:

- Coordinating the Diocese's response to those reporting abuse.
- Leading the ongoing implementation of the House of Bishop's Policy, [Responding Well to Victims and Survivors of Abuse](#).

National Standard 5: Learning, Supervision and Support.

All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

The DSO will lead the Diocese's progress on this standard by:

- Leading and managing the Diocesan Safeguarding Team in particular line management of the Deputy Diocesan Safeguarding Officer (DDSO) who in turn line manages a team of Assistant DSOs, providing support and guidance
- Working collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attending national safeguarding events and activities as required.
- Engaging in professional supervision and quality assurance provided by the relevant Safeguarding Lead, and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Diocesan Safeguarding Officers are met, and attending all relevant safeguarding training
- The postholder will be expected to comply with all relevant Safeguarding Guidance/Code of Practice

Management responsibilities

As a member of the Senior Management Team, you will be expected to contribute to the wider management of the diocesan staff, being collegiate with colleagues, and upholding the staff purpose and values.

All managers are expected to manage and support their teams in line with diocesan policies and guidelines, including the regular giving and receiving of feedback, monthly 1:1 meeting, and reviews of performance through the appraisal process.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

PERSON SPECIFICATION:

Skills/Aptitudes

The successful candidate will be able to demonstrate the ability to:

- Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
- 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 clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Manage, support, and coach others in the implementation of good safeguarding practice.
- Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
- Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
- Quality assure safeguarding practice.
- Develop effective new ways of working for an organisation.
- Able to understand and navigate the complexity of working in a large organisation.

Knowledge/Experience

The successful candidate will be able to demonstrate the following:

- Case worker lead responsibility in cases involving the protection and safeguarding of children and / or adults (essential), with at least some of that experience gained in the statutory safeguarding agencies (desirable).
- Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
- Experience of working with victims, survivors and perpetrators of abuse.
- Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk
- Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults (desirable)

Personal Attributes

The successful candidate will have the following attributes:

- A commitment to the protection and safeguarding of children, young people and vulnerable adults.
- The ability to inspire the trust, confidence and commitment.
- A strong value base and commitment to doing the right thing.
- A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
- The ability to be self-reflexive, welcoming feedback from others.
- A high level of personal resilience - working effectively in a pressured environment and under scrutiny.
- A strong commitment to equality and diversity.
- A broad sympathy with the aims and objectives of the Church of England.

Education & Qualifications

The successful candidate will have:

- A relevant professional qualification or the equivalent experience (for example, in social care or criminal justice), with current professional registration where applicable.

Circumstances:

The post-holder will be based at Trinity House, SE1 1HW. Some flexible working is required e.g. travel around the diocese and work at weekends. The post-holder will be required to attend some meetings, training or events regionally or nationally.

In accordance with the Church of England Safeguarding Policy, our Diocese is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others

Full details of our Safeguarding Policy are contained with the Diocese of Southwark's, "A Safe Church", which can be found on our website, [Diocesan policies and procedures - The Diocese of Southwark](#)

This includes our commitment to Safer Recruitment, and our policy to abide by the Church of England's requirements contained in the Safer Recruitment and People Management Guidance, [Safer Recruitment and People Management Guidance | The Church of England](#)

You can find a copy of our Whistleblowing Policy and Recruitment of Ex-Offenders Policy on our website, [Vacancies - The Diocese of Southwark](#).

This role is exempt from the Rehabilitation of Offenders Act.

Applicants are asked to complete and submit the Church of England Confidential Form, which gives applicants the opportunity to disclose details of any convictions, cautions, final warnings and reprimands which are not protected i.e. not eligible for being filtered out in accordance with the [DBS filtering rules](#), and will be displayed on an enhanced DBS certificate.

A Confidential Declaration Form will need to be submitted at the same time as an application for this role. This form is included as part of the application process through the Church of England's Pathways application management system.



The Diocese of
Southwark

TERMS AND CONDITIONS

Head of Safeguarding (Diocesan Safeguarding Officer) (Full-Time)

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you may be required to visit churches around the Diocese. We currently allow some working from home with prior agreement of your head of department, of up to one day per week.

Salary

The post has a salary of £67,000 per annum, depending on experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

Full Time - 35 hours per week, Monday - Friday

There is flexibility between 7am and 7pm by agreement with your line manager.

Our current policy is that staff may work from home one day per week with the agreement of their line manager, subject to the particular requirements of the role. Flexibility will be required for regular evening or out of hours meetings in order to fit in with the needs of the parishes. Time off in lieu, with prior approval of your line manager, will be granted.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. [Pro rata for part-time hours]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion.

The Diocese covers fifteen Local Planning Authorities (in part or wholly). The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need. The Diocese is divided into six archdeaconries and twenty-five deaneries,

The Diocese of Southwark serves...

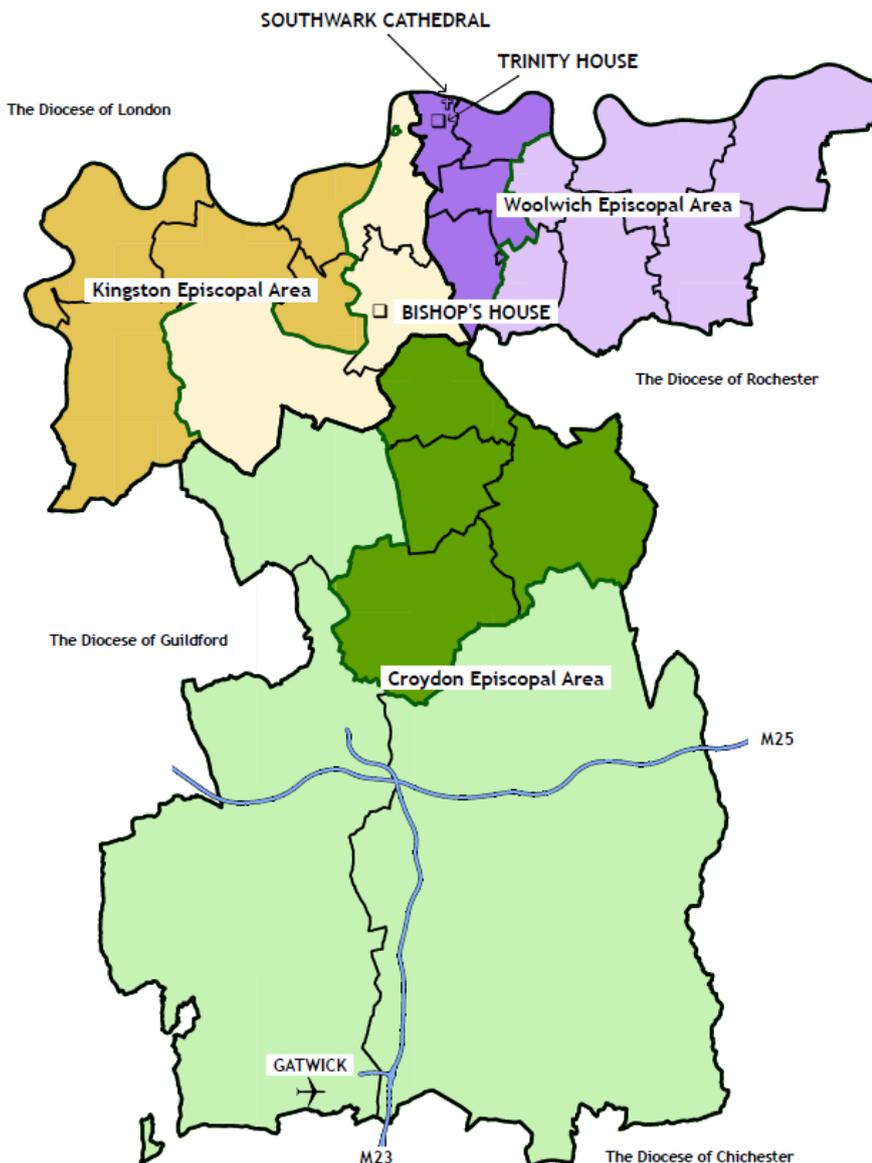


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways. Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.

DIOCESAN STAFF VALUES

- Effective Stewardship of resources
 - Collaborative Team Working
 - Respect for all
 - Transparent Accountability