

# ROLE PROFILE REDRESS 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

The National Safeguarding Team provides professional safeguarding advice to the Church of England on matters of national policy as part of its wider transformation plan, which includes the development and implementation of national policy, training, quality assurance and audit, and work with survivors. The National Safeguarding Team also leads complex casework and supports dioceses in their safeguarding of children and adults.

An investigation by the Independent Inquiry Child Sexual Abuse conducted in 2019 has highlighted some areas for improvement in the Church of England Safeguarding Structure and Practices. This investigation reviewed the extent to which the Church of England and the Church in Wales

protected children from sexual abuse in the past. It also examined the effectiveness of current safeguarding arrangements. A public hearing on these specific areas was held in 2019. The report, published in 2020, also drew on the previous two case studies on the Anglican Church, which related to the Diocese of Chichester and Peter Ball. In addition to recommendations made in the case studies, IICSA made eight recommendations in this report, covering areas such as clergy discipline, information-sharing and support for victims and survivors.

The Redress Scheme project is part of the Church of England's Safeguarding Programme, which activates the recommendations of the Independent Inquiry Child Sexual Abuse's Anglican report (IICSA), and aims to embed structure, quality assurance and continuous improvement in line with its Safeguarding principles. Following the Church of England's recent approval of a comprehensive redress scheme for survivors of Church-related abuse, the project is now moving into the implementation phase, and we are looking for a new member of the team to help us prepare for the opening of the Scheme.

To assist this project, there is a requirement for a Survivor Participation Officer to be performed by a specialist with relevant experience and expertise. The role will be primarily focused on supporting the victims and survivors participating in the various workstreams and activities of the Redress Scheme project.

The terms 'survivor' and 'victim' are labels and carry limitations. Neither word captures all personal experiences, and people have the right to describe their experiences in a way which is most comfortable and appropriate to them. We use these words to refer to individuals who have been subject to abuse (House of Bishops Glossary Reference Guide 2017:12) and the term 'survivor participation' to describe the activities and moments when victims and survivors are taking part and volunteering in safeguarding changes and developments.

## What you'll be doing

The Survivor Participation Officer will play a crucial role in supporting the work of the Redress Scheme project within the National Safeguarding Team (NST), taking responsibility for enabling and supporting victims and survivors to participate in different workstreams and activities of the project.

The Survivor Participation Officer will have key responsibility for acting as the Responsible Church Officer (RCO) for survivor participation within the Redress Scheme project in line with the [National Survivor Participation Framework](#).

The postholder will serve as the main point of contact for victims and survivors who will be participating in the Redress Scheme project. They will also develop and manage safe, trauma-informed, and inclusive survivor participation activities and events and facilitate meetings and activities to gather insights and invite participation from a wide range of survivors.

They will also work with other NCI departments involving, for example HR & Payroll, as well as Safeguarding Bishops and Safeguarding teams of the Church of England in support to the mission of the Church of England and this projects in particular.

The postholder must have exceptional empathy, compassion and understanding for the personal experience of victims and survivors who have experienced abuse, particularly (but not exclusively) within the context of faith settings, including the Church of England or other denominations or traditions.

The postholder must have demonstrable experience of building relationships of trust and rapport with individuals who have lived experiences 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 Redress project team, National Safeguarding Team, and National Church Institutions (NCIs) 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 work closely with both the Redress Scheme project team and the Survivor Participation Team.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Act as the main contact for victims and survivors participating in the work of the Redress Scheme project.
- Establish, build and manage boundaries and relationships with individual survivors and survivor groups to facilitate meaningful, person-centred, and safe engagement.
- Welcome new survivors providing information about the work of the project, understanding people's needs and expectations, and enabling well-informed decisions.
- Promote and embed survivor perspectives throughout the project.
- Ensure survivors' perspectives and participation are incorporated in all project developments and improvements.
- Manage complex interpersonal dynamics and potential risks in survivor participation.
- Enable and support survivors serving on the Steering Board and Advisory Group, including holding pre-meetings and debriefs.
- Coordinate and facilitate survivor participation meetings and activities (online/in-person).
- Liaising with colleagues in the Survivor Participation and the National Safeguarding Teams to plan, coordinate, and evaluate survivor engagement activities, groups and events.
- Running activities and events within and outside of working hours as flexibility is required on occasions to ensure inclusive survivor participation.
- 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.
- 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.
- Ensuring that survivor participation research activities are delivered in consultation with experts in research and ethics from the National Church Institutions (NCIs).

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**

#### *Knowledge/Experience*

- Experience working in a safeguarding context for the Church of England, for Christian Charities, in the public or charity sectors.
- Comprehensive experience of trauma-informed ways of working, including designing appropriate participation and coproduction activities for victims and survivors.
- Knowledge and understanding of safeguarding and the impact of abuse including abuse perpetrated in faith-based contexts.

#### *Skills & Abilities:*

- Ability to build and maintain effective relationships with a range of individuals, including those who are the victims and survivors of abuse.
- Strong facilitation and presentation skills, with the ability to hold, facilitate and manage meetings as required.
- 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, including 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.
- Highly IT literate and proficient with common applications such as MS Teams, Word, Excel, Outlook, PowerPoint and Zoom.
- Ability to work tactfully, sensitively and flexibly under pressure.
- Reflectivity and a desire to engage in continuing professional development frameworks and professional supervision.

**Desirable**

- Relevant work experience in similar roles and/or contexts in social work, counselling, psychology, or substantial.
- 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.
- Knowledge of web-based applications and ability to learn new software packages.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Redress Survivor Participation Officer</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£59,248 per annum
<b>WORKING HOURS:</b>	0.5 FTE – arrangement of days/hours are negotiable
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Hybrid working available
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Enhanced
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017790
<b>COST CODE:</b>	22395 (Redress Scheme project)
<b>PARENT POSITION:</b>	Partnerships and Engagement Lead