**Job Description**

**Title:** Cathedral Safeguarding Officer

**Salary scale:**  £21,000 pa (£35,000 pa FTE)

**Hours**:21 hours per week, with some flexibility

**Contract type**: Permanent

**Accountable to:** Diocesan Safeguarding Officer

**Location:** Liverpool Cathedral

**Main duties and responsibilities:**

The Cathedral Safeguarding Officer has operational authority within the Cathedral (subject to agreement with the Diocesan Safeguarding Officer with respect to responding to concerns and allegations against Church officers) for the following responsibilities, arranged according to the Church of England’s National Safeguarding Standards:

**Standard 1: Organisational 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 CSO will lead the Cathedral’s work on this standard by:**

* Working with the Chapter, Dean, other senior clergy, the Chief Operating Officer, other senior staff, relevant Cathedral committees and structures, the Diocesan Safeguarding Advisory Panel and key diocesan staff to support, develop and improve the safeguarding practice and culture across the Cathedral.
* Cooperating with and supporting the work of the relevant Cathedral committees and structures and the Diocesan Safeguarding Team as required.
* Managing the Cathedral’s response to ongoing safeguarding quality assurance and audit processes.
* Escalating safeguarding concerns or issues to the appropriate body, such as the Diocesan Safeguarding Team, and/or the relevant statutory safeguarding agency, including the Charity Commission, and/or the National Safeguarding Team, as the situation requires.
* Ensuring that appropriate learning and reflective practice takes place across the Cathedral and contributing to learning within the Diocese arising from safeguarding casework, including, where required, commissioning or requesting safeguarding practice reviews.

**Standard 2: Prevention**

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

**The CSO will lead the Cathedral’s work on this standard by:**

* Co-ordinating the implementation of House of Bishop’s safeguarding policy and practice guidance in the cathedral.
* Giving advice, support, direction and challenge, as required, to the Dean, Chapter and other church officers across the Cathedral.
* Providing, or co-ordinating the provision of, safeguarding training across the Cathedral, according to the Church of England’s Safeguarding Learning and Development Framework.

**Standard 3: Responding to 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 CSO will lead the Cathedral’s progress on this standard by:**

* Ensuring that all allegations and concerns relating to Church Officers and members of the clergy are reported to, and a plan is agreed with, the Diocesan Safeguarding Officer (DSO) and/or relevant members of the National Safeguarding Team (NST).
* Leading and coordinating all aspects of safeguarding casework within the Cathedral, ensuring that all work is completed in line with House of Bishop’s safeguarding policy and guidance and all other relevant statutory guidance and legal responsibilities.

**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 CSO will lead the Cathedral’s progress on this standard by:**

* Coordinating the Cathedral’s response to those reporting abuse.
* Leading the ongoing implementation of the House of Bishop’s Responding Well to Victims and Survivors of Abuse guidance.

**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 CSO will lead the Cathedral’s progress on this standard by:**

* Working collaboratively with the Diocesan and 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 Regional Safeguarding Lead, and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Safeguarding Officers are met.

This role will contribute to any national audits of the Safeguarding function.

**KEY RELATIONSHIPS:**

* In the cathedral, the **Dean** provides leadership concerning safeguarding, supported by **Chapter** and **senior leadership team** requiring good working relationships with both **clergy** and **lay colleagues**.
* It is essential that the CSO forms excellent working relationships with key people in the Diocese, including: the **Assistant Diocesan Secretary**, the **Assistant Diocesan Secretary**, **Diocesan Safeguarding Officer (DSO)**, the **safeguarding team** and other relevant staff; the chair and membership of diocesan safeguarding governance structures e.g., the **Diocesan Safeguarding Advisory Panel (DSAP)** and relevant sub-groups; and in the **National Safeguarding Team**.
* Relevant officers in the various **statutory authorities**: the Local Authority Designated Officer (LADO); key officers from local authority adult social care and children’s services and associated partnership arrangements); Probation Service, including officers responsible for Multi Agency Public Protection Arrangements (MAPPA); Police officers from key teams; and health services.
* Each locality has its own demography and challenges – it is essential to have good connections with colleagues in relevant local third sector agencies, including those working in the fields of homelessness, poverty, domestic abuse, mental health, substance misuse, refugee support, language and learning support, etc. Adults and children who are using, have used or may use the services of the cathedral, particularly in relation to safeguarding.

**PERSON SPECIFICATION:**

**Skills/Aptitudes**

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

1. Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
2. 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.
3. Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
4. Manage, support, and coach others in the implementation of good safeguarding practice.
5. Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
6. Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
7. Quality assure safeguarding practice.
8. Develop effective new ways of working for an organisation.
9. 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:

1. Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults.
2. Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.
3. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
4. Experience of working with victims, survivors and perpetrators of abuse.
5. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.

**Personal Attributes**

The successful candidate will have the following attributes:

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

**Education & Qualifications**

1. Relevant professional qualification or equivalent experience (for example, social care, criminal justice or relevant third sector), with current professional registration where applicable.

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

**Encounter Liverpool Cathedral**

Liverpool Cathedral is a place of spiritual and cultural significance for the city and region of Liverpool. From its foundation in the early part of the 20th century it has existed as community and building built by the people, for the people to the glory of God.

Liverpool Cathedral is more than an iconic Grade 1\* listed building. It’s a vibrant, active place that the people of the city, regions and world encounter in many ways. So alongside those who come for one of our daily worship services, people may encounter us for a gala dinner or a school trip. A tourist may visit us or we could be hosting an awards ceremony or graduations. People encounter us in many ways. But in each way, we hope they encounter a warm welcome and sense of God.

As part of their visit we believe everyone will encounter:

* Inspiring Christian worship
* A breathtaking experience
* A community committed to justice and mercy
* A safe, generous place in joy and sorrow
* A dynamic community of staff and volunteers
* A God who knows and loves you.

Working for Liverpool Cathedral will bring you into a community that seeks to make those encounters happen. You will be someone who can subscribe to, and live out, our values of excellence, dynamic, integrity and inclusive. You will have the benefits of working in a landmark building with colleagues who are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. We have a strong working partnership with the Diocese of Liverpool bringing extra support to our activities.

For more information about Liverpool Cathedral go to [www.liverpoolcathedral.org.uk](http://www.liverpoolcathedral.org.uk)

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.**