

<b>Job Title</b>	Casework Lead and Deputy Diocesan Safeguarding Officer (D/DSO)
<b>Reports to</b>	Head of Safeguarding
<b>Team</b>	Safeguarding Team
<b>Directorate</b>	Safeguarding
<b>Location</b>	London Diocesan House, 36 Causton Street
<b>Contract type</b>	Permanent, full-time (35 hours)
<b>Job Grade</b>	D
<b>Requirements</b>	Enhanced DBS

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**Job Purpose** With responsibility for a team of Safeguarding Advisors, this role will be key to building high levels of professionalism, ensuring timely progress of cases in line with House of Bishops Practice Guidance whilst also ensuring timely communication with, and appropriate support for, both victims/survivors and those against whom allegations are made.

As the D/DSO, there is a requirement to deputise for the Head of Safeguarding (DSO) and support the effective delivery and continuous improvement of Diocesan safeguarding practice and policy.

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**About the London Diocese Fund (LDF) and the Diocese of London** The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.

The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.

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**Our Mission, Values, Ambitions and Priorities**

**Mission:** *For every Londoner to encounter the love of God in Christ.*

**Ambitions:** *Confident Disciples, Compassionate Communities, Creative Growth.*

**Priorities:** *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

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**Equality, Diversity, and Inclusion Statement**

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

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**Safeguarding Statement**

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

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**Job Scope**

Direct and indirect reports	Safeguarding Advisors (5.4 FTE)
Budget responsibilities	N/A
Revenue responsibilities	N/A
Key Relationships	<p>The scope of casework includes all parishes and worshipping communities under the jurisdiction of the Diocese of London. The postholder will have particular regard for victims and survivors and for respondents in casework.</p> <p><b>Internal</b></p> <ul style="list-style-type: none"><li>• Bishops, Archdeacons, General Secretary, LDF Senior Management Group</li><li>• Other LDF officers, teams and advisors (e.g. Children &amp; Youth, Ministry, HR, Communications)</li><li>• Registrar and legal Services.</li></ul> <p><b>Governance &amp; Reporting (when deputising for HoS)</b></p> <ul style="list-style-type: none"><li>• Diocesan Bishop's Council (DBC)</li><li>• Diocesan Safeguarding Advisory Group (DSAP).</li><li>• London College of Bishops and Senior Staff Team</li><li>• Senior Management Group and Joint Operations Team (JOT)</li><li>• Audit &amp; Risk Committee</li><li>• Synod</li></ul> <p><b>External</b></p> <ul style="list-style-type: none"><li>• National Church of England Directorates including the Safeguarding Team.</li><li>• National Diocesan Safeguarding Advisors / teams.</li><li>• Statutory agencies</li><li>• Other faith settings</li><li>• External contractors</li></ul>

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**Job  
Responsibilities**

**Case management and support**

- Ensure all safeguarding casework is appropriately triaged and allocated.
- Monitor and support timely progress of all safeguarding casework, ensuring:
  - A sensitive and effective response to safeguarding concerns and/or disclosures of harm, neglect or abuse and that ongoing actions and information sharing are both timely and appropriate.
  - An effective safeguarding duty advice line is maintained to respond to calls and enquiries in a professional and timely manner.
  - Where appropriate, ensure that allegations of abuse are appropriately referred to the statutory authorities, with the provision of appropriate advice and support to survivors and victims of abuse.
  - Those who pose a risk are appropriately managed and supported in line with House of Bishops' Codes of Practice and Practice Guidance.
  - Advice on all safeguarding matters is in line with the law, government guidance and national policy, guidance, and codes of practice from the House of Bishops.
  - Safeguarding Case Management Groups (SCMG) are convened as required by the House of Bishops' Code of Practice.
  - Support is in place for those who are victims of abuse and for those against whom allegations of abuse are made.
  - All cases are appropriately and consistently recorded on the National Casework Management System, in line with national practice guidance and wider best practice.
- Work with the Safeguarding Advisors to undertake such service improvement activity as may be required.
- Act as case manager, where necessary, for some higher risk or complex cases.
- Act as first point of contact for positive resolution of any concerns arising with the management of any cases.

**Quality assurance**

- Quality assure safeguarding casework, ensuring the effective identification, mitigation, and monitoring of risk.
- Quality assure safeguarding advice and support to both senior staff and parishes, ensuring that it is in line with national Practice Guidance and Codes of Practice.
- Identify appropriate cases for Safeguarding Practice Reviews.
- Identify and share good practice and learning.
- Support the Regional Safeguarding Lead to deliver the National Safeguarding Team Quality Assurance Framework at a local level.

**Line management and development**

- Provide appropriate line management to the Safeguarding Advisors, undertaking performance development reviews and other line management, learning, and continuous professional development activity, as required.
- Ensure regular supervision meetings are held with all Safeguarding Advisors, ensuring that casework is reviewed and supported, ongoing development needs are identified, and personal wellbeing is considered.

- Engage with appropriate Professional Supervision.

### Deputy DSO

- Act as Diocesan Safeguarding Officer in the absence of the Head of Safeguarding.
- Lead, oversee, or support any relevant Head of Safeguarding (DSO) functions, as delegated under the Diocesan Safeguarding Officer Regulations (2024).
- Support the Head of Safeguarding to devise, deliver, and embed good safeguarding practice across the Diocese, in line with the National Safeguarding Standards.

### General

- Develop close working relationships with other statutory and specialist bodies and agencies.
- Ensure that any data sharing is proportionate to risk and circumstances, as well as being compliant with the National Information Sharing Framework and relevant legislation.
- Undertake any other duties commensurate with the role.

**Qualifications, experience, knowledge, skills, and other requirements**

<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Education and experience</i></b>		
Degree level or equivalent experience	<b>X</b>	
Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.	<b>X</b>	
The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.	<b>X</b>	
Extensive experience of safeguarding of children and adults and knowledge of/experience of applying safeguarding legislation, guidance and best practice.	<b>X</b>	
Experience of contributing to policy and practice development and implementation and applying in relation to safeguarding and protection of children/adults.	<b>X</b>	
Experience of working on and managing cases involving the statutory response to the protection of children/adults and working with a range of statutory and non-statutory agencies in managing allegations and those who may pose a risk.	<b>X</b>	
Experience of managing a small team of experienced professional staff and in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults.	<b>X</b>	
Experience of developing systems to manage progress towards operational and strategic goals,	<b>X</b>	

demonstrate impact, and ensure effective quality assurance practices.		
Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues.	<b>X</b>	
Experience of designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Child Safeguarding Practice Reviews, Domestic Abuse Related Death Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews, etc.	<b>X</b>	
<b><i>Knowledge and skills</i></b>		
In-depth knowledge of the statutory framework in relation to safeguarding children and adults.	<b>X</b>	
Strong but sensitive verbal communications skills and ability to produce clear written records and reports.	<b>X</b>	
Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk.	<b>X</b>	
Ability to manage and analyse complex and sensitive information and assess risk	<b>X</b>	
Ability to work collaboratively with a range of stakeholders to influence improvements to practice.	<b>X</b>	
Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues.	<b>X</b>	
Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.	<b>X</b>	
Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.	<b>X</b>	
A proven ability to develop and sustain relationships at all levels both inside and outside the Church and maintain the highest standards of confidentiality.	<b>X</b>	
<b><i>Other requirements</i></b>		
Empathetic to the mission and values of the Church of England	<b>X</b>	
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 adults who may be vulnerable		<b>X</b>
Right to work in the UK	<b>X</b>	

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Self</b>	Monitors and implements strategy to develop employee wellbeing
	Respects and represents LDF in an honest, ethical, and professional way and encourage others to do so; enables others to understand the legislation and policy framework within which they operate
	Fosters a workplace culture of respect by implementing and monitoring fair and inclusive practices; recognises and respects the value of individual differences to support broader organisational strategies
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices
<b>Focus on Others</b>	Works intentionally towards effective partnerships with other workgroups as applicable
	Influences others with a fair and considered approach and sound arguments based on facts, knowledge, and experience, in order to achieve agreement and consensus
	Models and promotes teamwork and encourages a culture of recognising the value of collaboration; fosters productive working relationships and builds culture of consultation and works proactively to overcome barriers to collaboration
<b>Focus on Team</b>	Actively applies change within a team, recognising and responding to the various impacts; coaches others for continual success during change and celebrates early successes and reinforces change
	Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents
	Reviews safeguarding performance and identifies key risk areas for area of responsibility, taking a systematic risk management approach to safeguard health and safety of self and others
<b>Focus on Service</b>	Fosters a culture of excellence in service delivery; establishes targets for services
	Effectively manages complex operational activities with competing priorities and requirements; monitors the execution of accountabilities in line with requirements
<b>Focus on Organisation</b>	Enables others to understand the strategic direction of LDF and explains the reasons behind decisions; connects with others outside of direct team/department for information and expertise to support own activities and objectives and achieve alignment
	Researches and reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions
	Identifies improvement and innovation priorities, demonstrates reflective, evidence-based practice and innovative thinking

*Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date