

## Job Description – May 2018

<b>Job Title:</b>	Safeguarding Coordinator (Part-time)
<b>Department:</b>	Registrar's Office
<b>Line Manager:</b>	Business Strategy and Governance Officer
<b>Head of Department:</b>	Registrar

### Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and last year welcomed over 800,000 paying visitors.

### Our Vision

- St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.
- As a community of worshippers, staff and volunteers we work with care and imagination to be a centre for welcome, worship and learning which inspires successive generations to engage with the richness of the Christian faith and its heritage.
- We aim to do this with confidence, compassion and creativity, promoting dignity and justice for everyone.
- We work with the Bishop and Diocese of London and the wider church, as a spiritual focus for London, the nation and the world.

### Our Values

- Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control;
- To uphold integrity, honesty and openness in what we do;
- To aim for the highest possible standards in everything we do, acknowledging that we cannot do everything;
- To make our operations as just and as sustainable as we can;
- To foster and encourage diversity, being inclusive and challenging to ourselves as well as others.

## **Purpose of the Job**

This new part-time role is a dedicated support to ensure that the Cathedral manages safeguarding on a day-to-day basis in a proactive and professional manner. This includes building up knowledge of current best safeguarding practice guidance, and the Cathedral's implementation of the guidance, undertaking policy and procedure development and reviewing, carrying out or advising colleagues on activity risk assessments and ensuring all records and databases are kept up to date and compliant with legislation and good practice. Working closely with the Diocesan Safeguarding Advisor will be instrumental in ensuring all policies and processes are fully joined up. In addition this role will administer the work and meetings of the Safeguarding Advisory Group and Core Groups as appropriate.

The Registrar is the Cathedral Safeguarding Officer, and the Precentor is the Chapter member with responsibility for this area of work.

## **Main Duties**

1. Providing effective safeguarding support to Chapter and senior officers through the effective and efficient day-to-day administration of the Safeguarding Advisory Group and Core Groups (when called by the Registrar), arranging papers, attendance, note-taking;
2. Carrying out relevant safeguarding and administrative actions from the Safeguarding Advisory Group, maintaining the Safeguarding Risk Register and action logs, supporting others to complete actions and chasing/resolving when necessary;
3. Providing full support to the Business Strategy and Governance Officer on safeguarding policy and procedure development and review, ensuring policy is up-to-date and reflects best practice, liaising with colleagues and external partners, clarifying detail, accurately reflecting in policy drafts, maintaining version control;
4. Maintaining all relevant safeguarding databases, files, records and KPIs in accordance with legislation and best practice;
5. Arranging clergy risk assessments with the Diocese of London and carrying out non-clergy risk assessments;
6. Managing cases of blemished disclosures with professional safeguarding expertise from the Diocese of London, carrying out DBS risk assessments and supporting managers in monitoring risk assessment actions;
7. Supporting safeguarding training where required and with training, delivering safeguarding training to Cathedral staff;
8. Arranging or carrying out self-audits and act as the point of contact for Church of England audits, information requests and actions;
9. Providing back-up support to HR on recruitment procedures including DBS checks when requested; and
10. Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

*The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

## **Person Specification**

Ideally we are looking for someone who can demonstrate competence, experience and achievement in

- developing and implementing effective safeguarding policies and procedures and risk management,
- understanding how to test these in practice and monitor and report through KPIs and
- improving organisational culture with regard to safeguarding by helping bring it into everyone's everyday practice.

Experience of safeguarding in a religious setting would be a particular advantage.

You must also have excellent organisational, interpersonal and communication skills and strong IT skills in Outlook, Word and Excel.

You will also have a robust nature and confidence in dealing with issues autonomously, with the credibility and gravitas internally and externally and effective influencing skills. Experience of dealing with confidential information with complete discretion and the ability to work calmly and professionally are of course essential.

We would consider an excellent administrator who has worked in a similar relevant setting, with policy and procedure development and compliance experience, who has the motivation and capability to translate their skills to a safeguarding context and the willingness to learn and develop and build up expertise to be able to deliver the full breadth of the role.

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

## **Main Terms of Employment**

Salary £28,000 to £30,000 per annum pro rata.

Hours of Work Either 21 hours over three days, or 20 hours over 4 or 5 days.

References and DBS	Appointment is subject to satisfactory references and if required under our Safeguarding Policy an Enhanced Disclosure from the Disclosure and Barring Service.
Probationary period	3 months
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.
Holiday	25 days per annum plus eight statutory holidays, pro rata.

In order to apply, please visit [www.cofepathways.org](http://www.cofepathways.org). In your online application and/or your attachments, please account for any gaps in your employment history.

The closing date for applications is 17<sup>th</sup> June 2018.

Interviews will take place on 28<sup>th</sup> June 2018.