

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

In February 2025, the Church of England's legislative body, General Synod, voted on a motion brought by the Lead Bishop for Safeguarding on future structures for safeguarding in the Church of England. [Synod votes on next steps for independent safeguarding | The Church of England](#)

This work was the culmination of a response by the Church of England to two reports published in 2024 about safeguarding structures and operations. The General Synod motion, as amended, sets the direction of travel for safeguarding structures and operations in the future.

The lead safeguarding bishop and her team are in the process of constituting a Programme Board, which will oversee two Project Boards delivering major workstreams:

1. Scrutiny of Church Safeguarding
2. Operational Delivery of Church Safeguarding

The day-to-day operation of delivering the work that General Synod has commissioned is the responsibility of the Safeguarding Structures Team. This team will deliver work to develop a scrutiny body which will scrutinise the Church of England's safeguarding activities, through the Project Board delivering Scrutiny of Church Safeguarding.

This team will also develop policy and instruct the legal team overseeing legislative processes to develop new structures for delivery, through the Project Board designing Operational Delivery of Church Safeguarding. It will undertake further work to understand how externalising safeguarding structures across the whole Church might be realised in future.

The team will also deliver some urgent priorities to help prepare for these two major projects, such as the development of a uniform local complaint process, among other tasks.

The Safeguarding Structures Team sits within the Archbishops' Council, which is a charity set up in law to co-ordinate, promote, aid and further the work and mission of the Church of England, and is one of the National Church Institutions.

What you'll be doing

This position provides high quality business and administrative support to the work of the Safeguarding Structures Programme Board, its project boards, workstreams, and staff team and will be part of an efficient and collaborative team providing proactive support to deliver this scheme of work.

Alongside administrative tasks, this post holder will also assist with tasks relating to engagement and communications and may have the opportunity to undertake some research tasks.

MAIN DUTIES AND RESPONSIBILITIES

Support and administration

- Administrative tasks associated with the set-up and formation of the Programme Board and project boards.
- Working with colleagues within the Central Secretariat to ensure efficient and effective business support for the Safeguarding Structures Programme Board and the programme's project boards.
- Organising programme board, project board, and team meetings, away days, and workshops – booking meetings, meetings rooms, producing/circulating agendas, minute and note taking, giving careful consideration to the needs of those who may be attending.
- Supporting the Safeguarding Structures team, programme board and project boards with general administrative support tasks.
- Supporting team members to follow up on actions/requests made and communications.
- Supporting colleagues with honorarium or expenses arrangements.
- Supporting colleagues with invoices and obtaining purchase order numbers.
- Maintaining an informal tracker of team spending.
- Formatting and preparing documents.
- Maintaining systems for electronic filing of documents.
- Supporting the Project Manager with project management tasks.

- Assisting with research tasks where required.
- Carrying out any other duties as required.

Communications and engagement

- Supporting the Team with engagement tasks, including drafting copy for websites, proofreading and helping to draft reports, presentations and briefing updates.
- Collating, drafting, and preparing regular newsletters, briefings, emails and key messages relating to the work of the Safeguarding Structures programme.
- Co-ordinating input from colleagues in response to external enquiries and questions about the Safeguarding Structures programme.
- Monitoring inboxes, triaging and responding sensitively as appropriate, with support from colleagues.

Co-ordination of engagement activities

- Supporting the Safeguarding Structures team with the planning of engagement activities with diverse stakeholder groups, including victims and survivors of abuse.
- Implementing and maintaining appropriate systems to enable effective planning and recording of engagement activities.
- Liaising with colleagues in the National Church Institutions to ensure information about survivor engagement opportunities is clear and complete.

Contact management and data

- Day-to-day management of documents and data, including maintaining high levels of confidentiality and version control.
- Using IT systems to input and manage contact information and distribution lists related to engagement activity
- Developing the use of IT systems to support engagement activity;
- Supporting research tasks including collating and summarising data;
- Assisting with initial analysis of data from a range of sources (both qualitative and quantitative data).
- Presenting data in a range of formats to allow easy accessibility and understanding.

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

Skills/Aptitudes:

March 2025

- Highly IT literate and proficient with common applications such as MS Teams, Word, Excel, Outlook, PowerPoint and Zoom, as well as web-based applications and ability to learn new software packages.
- Excellent verbal and written communication skills with experience writing newsletters/similar copy.
- Highly organised and able to plan ahead.
- Accurate, with an eye for detail.
- Able to analyse quantitative and qualitative data and draw out key themes.
- Able to present the data analysed using a range of presentation tools.
- Ability to build and maintain effective relationships with a range of individuals, including those who are the victims and survivors of abuse.
- Ability to work tactfully, sensitively and flexibly under pressure.

Knowledge/Experience:

- Experience in providing administrative and/or project/programme support to workstreams requiring a high level of attention to detail
- Experience in triaging and responding to communications of a sensitive nature
- Experience in maintaining task and action logs
- Experience in developing working relationships with a range of people.
- Experience in producing newsletters and/or maintaining website pages

Personal Attributes:

- A team player with a “can do”, problem-solving approach to work.
- Passionate about contributing to the protection of children and adults.
- Demonstrates personal initiative and proactivity.
- Sensitive to differing opinions and change.
- Empathy and openness to listen and learn from the lived experiences of others

Circumstances

- Some occasional travel to meetings and residential meetings with overnight stays within England will be required.

Disclosure & Barring Service (DBS) Requirements:

- Does this role require a DBS check? Yes
- If yes, at what level? Basic

Desirable

Knowledge/Experience:

- Knowledge of safeguarding
- Familiarity with organisational restructuring projects
- Knowledge of the mission and ministry of the Church of England

Vacancy Summary

JOB TITLE:	Safeguarding Structures Programme Coordinator
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	AC Secretariat
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid with expectation of 2 office days per week
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term - 31 July 2028
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103704
COST CODE:	22397
PARENT POSITION:	8102088