# **THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND**

# **MANAGING EMPLOYER: ARCHBISHOPS’ COUNCIL**

**NATIONAL SAFEGUARDING TEAM**

**JOB PROFILE**

# **JOB TITLE:** Regional Safeguarding Lead

**GRADE:** Band 2

**LOCATION:** Church House, Westminster, SW1P 3AZ / Hybrid

**ACCOUNTABLE TO:** Deputy Director: Casework

**RESPONSIBLE FOR:** N/A

**KEY RELATIONSHIPS:** Regional Safeguarding Leads

Diocesan Safeguarding Officers

Cathedral Safeguarding Officers

Deputy Director: Development

Senior Project Manager

Administrative Officer

Diocesan Secretaries

Chairs of Diocesan Safeguarding Advisory Panels

**BACKGROUND:** The Church of England is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church’s aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is –something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. The majority of safeguarding work is carried out locally within the 42 dioceses and 42 cathedrals in England. This work is supported by a central National Safeguarding Team (NST).

Every diocese employs a Diocesan Safeguarding Officer (DSO). Many also employ a number of Assistant Diocesan Safeguarding Officers (ADSAs). DSOs take the lead on safeguarding matters for the diocese – in particular, the management of allegations of abuse by Church Officers. Some cathedrals employ a Cathedral Safeguarding Officer (CSO) or have an agreement with their diocese for the DSO to take the lead on safeguarding operational matters.

**JOB SUMMARY:** Regional Safeguarding Leads are members of the National Safeguarding Team (NST), working to support safeguarding practice in local Church bodies across the Church of England. Each Regional Safeguarding Lead supports the development of best safeguarding practice in one of eight regional clusters of Diocesan Boards of Finance (DBFs) and cathedrals. They provide professional supervision and quality assurance to Safeguarding Officers working for DBFs and cathedrals in their region. Regional Safeguarding Leads also work closely with senior managers, senior clergy, and other stakeholders in these bodies, representing the NST at the local level. They work closely with their fellow Regional Safeguarding Leads and colleagues in the NST to ensure Church-wide consistency in approach.

## MAIN DUTIES AND RESPONSIBILITIES:

Working in partnership with a regional group of dioceses and cathedrals, the role involves:

1. Providing 1-1 professional supervision to a number of DSO/CSOs

1. **Professional supervision**:

* Advising and guidance on individual cases and safeguarding-related situations;
* Encouraging of curiosity about different hypotheses for understanding cases and safeguarding situations;
* Making connections with relevant research findings;
* Reflecting on self, exploring what influences supervisees’ perspectives on cases and what impact safeguarding situations have on supervisees.
* supporting continuous professional development and helping to advance critical thinking, knowledge, skills and values.
* Understanding in practice that supervision is informed by the integrated 4x4x4 model of supervision and does not involve the delivery day-to-day line management of safeguarding staff but requires close interaction with those who do.

1. **Quality assurance, feedback and professional development**

* Using tools and frameworks to examine practices and processes to ensure the Church of England’s National Safeguarding Standards are being consistently met or worked towards.
* Identifying strengths and resolving issues in collaboration with supervisees and other key individuals or groups within the diocese/cathedral.
* Using in-depth dialogue to encourage learning and problem solving.

1. **Working collectively with a regional cluster of dioceses and cathedrals to enhance positive outcomes.**

* Facilitating joint working, sharing of resources and other mutual support arrangements.
* Leading joint commissioning of specific services.
* Facilitating peer auditing.
* Developing survivor engagement arrangements.
* Recognising and sharing of best practice between Church bodies.
* Providing group supervision to Safeguarding Officers within a region.
* Strengthening connections with other Church bodies and relevant services in the region.
* Identifying training needs and commissioning additional learning and development services.

1. **Relationships with internal stakeholders**

* Establishing effective relationships with key stakeholders within the dioceses and cathedrals – in particular, their senior leadership teams.
* Providing evidence-based feedback in respect of the quality and capacity of safeguarding functions within the diocese and/or cathedral.
* Highlighting areas of strength, as well as areas needing development, including systemic vulnerabilities.

1. **Relationship with external stakeholders**

* Supporting leadership teams within dioceses and cathedrals to strengthen relationships with statutory and non-statutory organisations.
* Providing help to identify and remove obstacles to effective partnership working.

1. **Specialist portfolio responsibility**

* Taking responsibility, as agreed with the wider team of Regional Safeguarding Leads, for one or more areas of subject specialism.
* Maintaining expertise in the nominated subject specialism, including by reviewing academic literature, observing practice in the field, and cultivating a network of relevant professionals.
* Acting as a point of contact within the NST for this area of specialism.
* Liaising with Church bodies and other organisations nationally to promote awareness of this specialism, including by convening national groups where appropriate.
* Developing guidance, training and other materials to promote best practice in this area of specialism.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. 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.

## PERSON SPECIFICATION:

## Essential

**Skills / Aptitudes**

1. Able to apply safeguarding theory and good practice models in a way that delivers positive outcomes for children and / or vulnerable adults.
2. Able to identify and assess risk, and to develop plans which keep people safe and promote positive well-being.
3. Able to work collaboratively to influence improvements to safeguarding practice
4. Able to communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
5. Able to build effective relationships with victims, survivors and alleged perpetrators in safeguarding situations and to use the relationships to keep people safe and promote well-being.
6. Able to quality assure safeguarding practice and organisational change.
7. Able to hold a position of authority and lead by example.
8. Able to develop the professional potential of individuals.
9. Able to provide feedback and hold difficult conversations.
10. Able to develop new ways of working for an organisation.

**Knowledge / Experience**

1. Case worker lead responsibility in cases involving the protection and safeguarding of children and / or vulnerable adults.
2. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
3. Experience of providing professional supervision in respect of safeguarding.
4. Working at a strategic level, at least at middle manager level, influencing decision-making and implementation
5. Expertise of working with and engaging victims and survivors
6. Leading organisational change and development, including cultural change, that results in improved outcomes for relevant stakeholders.
7. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.

**Personal Attributes**

1. Able to inspire the trust, confidence and commitment of others.
2. Personal authority, gravitas and confidence – able to influence and persuade at all levels and with a range of stakeholders.
3. Relational: expert in valuing and managing relationships with others as the means of delivering change. Emotionally intelligent.
4. Politically astute – understanding, and managing successfully, organisational politics.
5. Principled – strong value base and commitment to doing the right thing.
6. Brave – willing to challenge others (including those with power) constructively.
7. Has a good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
8. Is self-reflexive – welcomes feedback from others.
9. Personal resilience – working effectively in a pressured environment and under scrutiny.
10. Can-do approach to leadership and change – clear vision, engages people, able to overcome obstacles, finds solutions, remains optimistic.
11. Proven ability to maintain the highest standards of confidentiality and work sensitively around those affected by safeguarding issues.
12. Strong commitment to equality and diversity.
13. Understanding of the aims, nature and structure of the Church of England.

**Education / Professional qualifications**

1. Professional qualification or equivalent experience relevant to safeguarding.

**Additional guidance**

There are eight Regional Safeguarding Networks in the Church of England. Each Regional Safeguarding Lead should be prepared to travel extensively within the region to which they are assigned.

* **North West** (Diocese of Carlisle, Diocese of Liverpool, Diocese of Blackburn, Diocese of Manchester, Diocese of Sodor and Man, Diocese of Chester)
* **West Midlands** (Diocese of Lichfield, Diocese of Birmingham, Diocese of Worcester, Diocese of Coventry, Diocese of Gloucester, Diocese of Hereford)
* **South West** (Diocese of Salisbury, Diocese of Truro, Diocese of Exeter, Diocese of Bath and Wells, Diocese of Bristol)
* **South Central** (Diocese of Winchester, Diocese of Chichester, Diocese of Oxford, Diocese of Guildford, Diocese of Portsmouth)
* **South East** (Diocese of London, Diocese of Southwark, Diocese of Rochester, Diocese of Gibraltar in Europe)
* **East Anglia** (Diocese of Canterbury, Diocese of Ely, Diocese of Chelmsford, Diocese of Norwich, Diocese of St Edmundsbury and Ipswich, Diocese of St Albans)
* **East Midlands** (Diocese of Peterborough, Diocese of Leicester, Diocese of Southwell and Nottingham, Diocese of Derby, Diocese of Lincoln)
* **North East** (Diocese of York, Diocese of Leeds, Diocese of Sheffield, Diocese of Newcastle, Diocese of Durham)

**GENERAL INFORMATION:**

***Who we are and our values***

***We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.***

***We have developed our NCI ‘people’ values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith.***

**Our NCI values**

* We strive for excellence
* We collaborate
* We act with integrity
* We show compassion
* We respect others

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

***Diversity***

Our aim is for everyone in the NCIs to feel that they belong, and are valued for who they are and what they contribute.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

* values difference in others and respects the dignity and worth of each individual
* reflects the diversity of the nation that the Church of England exists to serve
* fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and to ensuring that everyone, job applicants, customers and other people with whom we deal, are treated fairly and not subject to discrimination.  We will do whatever is necessary to provide genuine equality of opportunity. We continuously review our policies and processes to support our aim to create a workforce as diverse as the nation the Church of England serves.

As a Disability Confident Leader, we actively look to attract, recruit and retain those of you who are disabled.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

***Health and Safety Responsibilities***

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

**TERMS OF EMPLOYMENT:**

***Starting Salary:*** Salary £66,186 per annum (pro rata if part-time)

***Pension Contributions:*** Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme. Employees enrolled into PB2014 are required to contribute 3% of their pensionable salary. The employee can change their contribution at any time. The employer matches contributions in whole percentages up to 3%.

The National Church Institutions have an income protection insurance arrangement. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

***Hours of Duty:*** Normal hours of work are 35 per week, Monday to Friday with an hour’s unpaid break for lunch.

***Annual Leave:*** 25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

***Season Ticket Loan:*** Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

***Contract:*** The post is offered on an open-ended contract, subject to a six-month probationary period.