

# CATHEDRAL SAFEGUARDING OFFICER



## The Diocese of Lincoln's Safeguarding Department & Lincoln Cathedral

has a vacancy for a Cathedral Safeguarding Officer. This is an exciting opportunity to be a member of the Diocesan Safeguarding Team with operational authority for safeguarding at Lincoln Cathedral. The successful candidate would be embedded in the life of the Cathedral as the main place of work. They would also benefit from being a member of the wider Diocesan Safeguarding Team with access to their support and resources.

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Promoting  
**a safer church**

*The care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates*

House of Bishops  
Safeguarding Policy  
for children, young

A blue graphic with a white curved top-left corner. It contains the text "Promoting a safer church" in white, with "a safer church" in a larger font. Below this is a quote in italics: "The care and protection of children, young people and adults involved in Church activities is the responsibility of everyone who participates". To the right, it says "House of Bishops Safeguarding Policy for children, young" in yellow.

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# The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.



**FLEXIBLE HYBRID WORKING**



**33 DAYS HOLIDAY INCL BANK HOLIDAYS**



**ON SITE PARKING**



**COMPETITIVE PENSION SCHEME**



**OCCUPATIONAL SICK PAY**



**EMPLOYEE ASSISTANCE PROGRAMME**



**SUPPORTED PROFESSIONAL DEVELOPMENT**

**CLOSING: MIDDAY MAY 12, 2025**  
**INTERVIEW: MAY 22, 2025**

## OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

## ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

## LEARNING & DEVELOPMENT OPPORTUNITIES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

## EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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# JOB DESCRIPTION

**JOB TITLE:** CATHEDRAL SAFEGUARDING OFFICER

**ACCOUNTABLE TO:** DIOCESAN SAFEGUARDING OFFICER

**SALARY:** £22,561 (FTE £36,507) WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

**CONTRACTUAL STATUS:** PART-TIME PERMANANT

**MAIN LOCATION:** LINCOLN CATHEDRAL, MINSTER YARD, LINCOLN LN2 1PX

Secondary workspace available in the Diocesan Office, Edward King House, Minster Yard, Lincoln LN2 1PU

**HOURS OF WORK:** 21 HOURS PER WEEK, WORKED OVER 3 DAYS MONDAY TO FRIDAY

Some evening and weekend work may be required due to the nature of the department. This will be agreed with the DSO as Line Manager.

**JOB SUMMARY:** The Cathedral Safeguarding Officer is a member of the Diocesan Safeguarding Team and is the named safeguarding professional for Lincoln Cathedral. The CSO will be embedded into the Cathedral whilst also having the support of the wider Diocesan Safeguarding Team;

Safeguarding in the Diocese of Lincoln is underpinned by House of Bishops Practice Guidance as well as statutory legislation. Safeguarding, including in the Cathedral, is overseen and supported by the Diocesan Safeguarding Officer (DSO) who maintains overall responsibility.

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## KEY RELATIONSHIPS:

The successful candidate will work within a multi-disciplinary team and have operational authority. In order to best compliment the multi-disciplinary nature of the team, a background in Social Care is preferred.

- 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 Chair of the **Diocesan Safeguarding Advisory Panel**, and with 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.

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## KEY DUTIES AND RESPONSIBILITIES:

The Cathedral Safeguarding Officer, with the support of the Diocesan Safeguarding Team, has operational authority within the Cathedral 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 key stakeholders including the Dean, Chief Operating Officer, Cathedral Chapter, to 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 Advisory Panel.
- 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 Officer, 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.

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## KEY DUTIES AND RESPONSIBILITIES:

### 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, and co-ordinating (with support from the Diocesan Safeguarding Co-Ordinator), the provision of safeguarding training across the Cathedral, according to the Church of England's Safeguarding Learning and Development Framework.

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## KEY DUTIES AND RESPONSIBILITIES:

### 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 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.

### 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.
- Working with the Safeguarding Advocate to implement the House of Bishop's Responding Well to Victims and Survivors of Abuse guidance.



## KEY DUTIES AND RESPONSIBILITIES:

### 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. This will involve attending national safeguarding events and activities.
- Engaging in professional supervision and quality assurance provided by the Diocesan Safeguarding Officer.

## CONTINUED PROFESSIONAL DEVELOPMENT:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

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## GENERAL RESPONSIBILITIES:

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.
- This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

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# PERSON SPECIFICATION

## QUALIFICATIONS:

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

## KNOWLEDGE:

- Relevant professional qualification or equivalent experience (for example, social care, criminal justice or relevant third sector), with current professional registration where applicable.(e)
- Knowledge of the Church of England, its structures and processes (d)

## EXPERIENCE:

- Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults.(e)
- Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.(e)
- Experience of working with victims, survivors, and perpetrators of abuse.(e)
- Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.(e)

## PERSONAL ATTRIBUTES:

- The ability to inspire the trust, confidence, and commitment.(e)
- A strong value base and commitment to doing the right thing.(e)
- An awareness of wellbeing, with an understanding of the relationship between wellbeing and safeguarding as well as an understanding of the key differences in thresholds. (e)
- A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.(e)
- The ability to be self-reflexive, welcoming feedback from others.(e)
- A high level of personal resilience – working effectively in a pressured environment and under scrutiny.(e)
- A strong commitment to equality and diversity.(e)
- A broad sympathy with the aims and objectives of the Church of England.(e)

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# PERSON SPECIFICATION

## SKILLS:

- Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.(e)
- 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.(e)
- Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.(e)
- Manage, support, and coach others in the implementation of good safeguarding practice.(e)
- Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.(e)
- Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.(e)
- Quality assures safeguarding practice.(e)
- Develop effective new ways of working for an organisation.(e)

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