

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Assistant Diocesan Safeguarding Adviser and Cathedral Safeguarding Officer
Department:	Diocesan Safeguarding Team
Reports to:	<p>This is a dual-role post, divided between the Assistant DSA role (3 days per week) and the Cathedral Safeguarding Officer role (2-days per week). The postholder will be a member of the Diocesan Safeguarding Team for both roles, line-managed by the Diocesan Safeguarding Officer.</p> <p>This role is on secondment for 14 hours per week from the Diocesan Board of Finance to Chichester Cathedral with day-to-day reporting to the Communitarian of Chichester Cathedral for work pertaining to the Cathedral and a continuing line management relationship with The Diocesan Safeguarding Officer for employment related matters.</p>
Contract type	Fixed Term of 18-months with a secondment to the Cathedral for the Cathedral Safeguarding Officer role.
Hours	37.5 hours per week divided as follows: 23.5 hours for Chichester DBF and 14 hours for Chichester Cathedral – there is an expectation that these hours will be conducted from Chichester Cathedral offices.
Key working relationships:	<p>Diocesan Safeguarding team members. Diocesan Clergy. Parish Safeguarding Officers. The Diocesan Bishop and Bishop’s staff. Statutory agencies; including the police, probation, adult social services, Local Authority Designated Officer (LADO), Children’s Social care. The Dean and Chapter of Chichester Cathedral Chichester Cathedral Safeguarding Lead and Management Committee (and the independent chair). Chichester Cathedral Head of HR, Volunteer & HR Coordinator, Head of Communications and Marketing.</p>
Place of work	The person appointed will be based between the Hove and Chichester Cathedral offices with the option to apply to use the diocesan remote working policy for part of the week.

1. Main purpose of job

- 1.1. Assistant Diocesan Safeguarding Adviser:** To work with colleagues in the Diocesan Safeguarding Team (DST) to manage safeguarding casework and promote best safeguarding practice across the Diocese of Chichester, ensuring that all safeguarding casework is managed according to the Church of England's Safeguarding Code of Practice, alongside the Sussex Child Protection and Safeguarding Adults Procedures and statutory guidance such as 'Working Together to Safeguard Children'.
- 1.2. Cathedral Safeguarding Officer:** To work with the Dean and Chapter of Chichester Cathedral, along with staff, volunteers, congregation members and others to ensure that all participants in Cathedral life are able to fulfil their safeguarding responsibilities, and that the safeguarding culture is appropriately nurtured and resourced in line with the Church of England's National Safeguarding Standards.

2. Principal duties

These duties are linked to the following national Safeguarding Standards:

- *2: Prevention*
- *3: Recognising, assessing and managing risk*
- *4: Victims and Survivors*
- *5: Learning, supervision and support*

- 2.1.** To support colleagues in the Diocese, Cathedral and parishes to help them understand their safeguarding duties regarding children, young people and vulnerable adults and to offer support and advice when concerns arise.
- 2.2.** To manage safeguarding cases in line with the relevant Church of England Code of Practice, working with statutory agencies, DST colleagues, parish and Cathedral personnel, and senior church officers within the Diocese and Diocesan Board of Finance, as required.
- 2.3.** To work closely with statutory agencies such as the Police, Children and Adult Services, the Probation Service and other agencies, including attending strategy meetings and case conferences to manage case referrals effectively.
- 2.4.** To create and keep accurate and timely case records of concerns, activity and decisions utilising the National Safeguarding Case Management System and ensure adherence to information management policies including GDPR and the Data Protection Act 2018.

- 2.5.** To oversee the day-to-day administration of safeguarding at Chichester Cathedral, ensuring accurate record-keeping, effective case management and compliance with best practices.
- 2.6.** To coordinate safeguarding training and ongoing education at Chichester Cathedral, to maintain a safe and informed environment.
- 2.7.** To identify, recruit, support and train the Cathedral Safeguarding Team to ensure appropriate cover for a complex 7-day operation.
- 2.8.** To contribute to and participate in the Cathedral's safeguarding governance through representation at relevant internal and external meetings and bodies.
- 2.9.** To maintain personal safeguarding training requirements as set out in the Church of England's Code of Practice.
- 2.10.** To participate in the wider activities of the Diocesan Safeguarding Team, including training, quality-assurance and attendance at regional and national safeguarding events.

3. General responsibilities

- 3.1.** The post holder will comply with all standards, policies and procedures set by the Diocesan Board of Finance and Chichester Cathedral including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2.** The post holder is required to:
 - 3.2.1. support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
 - 3.2.2. keep up to date with developments in their area of work;
 - 3.2.3. participate in performance management processes;
 - 3.2.4. To engage in training and continuous professional development activities.
- 3.3.** The post holder will be required to travel across the Diocese of Chichester.
- 3.4.** The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5.** The Diocesan Board of Finance and Chichester Cathedral Chapter are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6.** This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post

holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Terms and Conditions:

Employer: this role is employed full time (37.5 hours per week) by Chichester Diocesan Fund and Board of Finance with a secondment to Cathedral for 14 hours per week with the hours to be divided flexibly between the two roles with the agreement of the Diocesan Safeguarding Officer and Cathedral CCO and Communar.

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at £39,887 per annum

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Place of work: The post is based at Church House, Hove with office space available at Chichester Cathedral. The post holder also has the option to apply to use the diocesan remote working policy for part of the week. There is an expectation that the seconded hours will be worked from the Cathedral site to ensure a visible presence and direct engagement with staff, volunteers and visitors.

Travel and evening work: The post will involve travelling around the west of the Diocese of Chichester and some occasional evening work and work at weekends.

Annual leave: An entitlement of 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Educated to degree level or equivalent		√
	A relevant professional qualification or the equivalent experience in social care or criminal justice with current professional registration if applicable	√	
Knowledge and Experience	Significant operational experience of safeguarding casework in cases involving the protection and safeguarding of children and / or vulnerable adults	√	
	Experience of at least some of this experience gained in the statutory safeguarding agencies		√
	Experience of managing or influencing the development of good safeguarding practice and healthy safeguarding cultures.	√	
	Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding	√	
	Experience of working with victims, survivors and perpetrators of abuse.	√	
	Experience of working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.	√	

	Knowledge and understanding of the structure and culture of the Church of England		√
Criteria		Essential	Desirable
Skills and Abilities	Working knowledge of MS Office 365 suite	√	
	Ability to apply good safeguarding practice in a way that delivers positive outcomes for children and adults.	√	
	Able to 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	√	
	Ability to manage, support and coach others in the implementation of good safeguarding practice and health safeguarding cultures.	√	
	Ability to communicate clearly and effectively, engaging with diverse stakeholders with authenticity and expertise.	√	
	Ability to maintain the highest standards of confidentiality and to work sensitively with those affected by safeguarding issues	√	
	Able to quality assure safeguarding practice	√	

	Ability to develop effective new ways of working for the organisation	√	
	Able to understand and navigate the complexity of working in a large organisation	√	
		Essential	Desirable
Personal Qualities	Can inspire trust, confidence and commitment	√	
	A strong value base and commitment to doing the right thing	√	
	A good self-understanding: understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations	√	
	The ability to be self-reflective; welcoming feedback from others	√	
	A high level of personal resilience-working effectively in a pressured environment and under scrutiny	√	
	A strong commitment to equality and diversity	√	
	Sympathy with the aims and objectives of the Church of England	√	