



Job Description

JOB TITLE: Cathedral Safeguarding Officer and Diocesan Safeguarding Practitioner

SALARY: Grade 5, beginning at £35,461 per annum, subject to discretionary annual performance related increments under the Reward and Recognition scheme. Employer pension contributions of 10% of salary plus up to a further 5% if matched by the employee.

LOCATION: The role will be based both at the Diocesan Office located at Cuthbert House, Stonebridge Durham and Durham Cathedral Office. A degree of homeworking will be possible by agreement with the role holder's line manager.

The role holder will be expected to work within both the Diocesan and Cathedral's values and will be expected to contribute to fostering and embedding a strong safeguarding culture across both organisations.

In the Cathedral context this will require the post holder to maintain a visible and reassuring presence within the Cathedral community, to proactively support departments and managers to uphold safeguarding standards.

HOURS: The normal working week for the role will be 35 hours. The working arrangements are typically expected to be Monday to Friday, 7 hours per day. The nature of the role is expected to require a level of flexibility regarding working patterns. It is specifically envisaged to include occasional presence at services of worship at the Cathedral, including on Sundays.

RESPONSIBLE TO: Diocesan Safeguarding Officer as line manager, and in relation to Durham Cathedral duties working collaboratively with the Chapter Lead for Safeguarding.

RESPONSIBLE FOR: This post has no supervisory responsibilities.

KEY RELATIONSHIPS: Diocesan Safeguarding Officer, Diocesan Safeguarding Support Officer, Diocesan Safeguarding Administrative Team, Regional Safeguarding Lead, Chapter Lead for Safeguarding, The Dean; the Chief Operating Officer, Heads of Department; Cathedral Volunteering Manager; Cathedral Security Manager; and relevant officers in statutory authorities.

MAIN DUTIES AND RESPONSIBILITIES:

It is envisaged that on average the post-holder will be occupied on work relating to Durham Cathedral for 60% of their working time, and Durham Diocese for 40% of the time although this arrangement will be flexible to suit the requirements of the role.

1. To provide professional safeguarding advice, information, guidance and direction to diocesan and cathedral clergy and employees, and parish and cathedral volunteers. where there are safeguarding issues or concerns relating to children, young people and vulnerable adults.



2. 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 and all other relevant statutory guidance and legal responsibilities.
3. Ensuring that all allegations and concerns relating to Cathedral and Church Officers including members of the clergy are reported to, and a plan is agreed with, the Diocesan Safeguarding Officer (DSO).
4. To contribute to and participate in the safeguarding governance work of the Diocese and Cathedral through representation at relevant internal and external meetings and bodies, including production and presentation of an annual written report to Chapter and other written reports as required throughout the year.
5. To ensure that the Cathedral and Diocese are compliant with safeguarding legislation and Codes of Practice of the Church of England, including the development and implementation of safeguarding policies and procedures; and, as appropriate, is compliant with guidance from other relevant bodies.
6. To ensure that all safeguarding related data, particularly in relation to case management, is managed in accordance with statutory and church protocols.
7. Maintain appropriate records on the Church of England National Case Management System for both Durham Cathedral and Durham Diocese.
8. To work, with victims and survivors of church-based abuse, including participating in proactive engagement, in a trauma informed manner.
9. Under the direction and oversight of the DSO, write, implement and review church safety plans in relevant cases.
10. To complete safeguarding risk assessments as required.
11. To pro-actively seek to engage with Cathedral and Diocese staff and volunteers, supporting them with maintaining good safeguarding practice and developing structured opportunities for informal safeguarding discussion both in the Diocese and the Cathedral.
12. To provide, and/or co-ordinate the provision of training on safeguarding matters, in line with the Church of England's Safeguarding Training and Development Practice Guidance, including the identification of training needs and training interventions, training delivery and instigating reflective practice.
13. To provide and maintain a visible presence to the Cathedral and its people, including during services and special events, for reassurance and to promote the Cathedral's safeguarding culture amongst all its people; this will require some presence outside of normal business hours.
14. Managing the Cathedral's response to safeguarding quality assurance and audit processes including assisting with the implementation of any recommendations arising.



15. Work closely with the Safeguarding Support Officer to undertake audits of parishes and monitoring compliance with safeguarding policy, practice and procedures
16. Provide content for the Diocesan monthly safeguarding e bulletin and other content for all relevant digital channels.
17. Provide advice and support to and establish a close working relationships with the Diocesan Growing Younger Team.
18. To develop good working relationships and to work co-operatively with the police, probation services, local authorities and other bodies in all safeguarding related matters.
19. To engage in regular, independent, professional supervision provided by the Regional Safeguarding Lead for the North East.

Additional Responsibilities:

- Any other duties as may be reasonably required.
- Engage in professional supervision by the National Safeguarding Team or any other separate safeguarding body as required.
- Complete continued professional development and ensure that the highest standards of professional performance is maintained.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Participate in the arrangements for performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities.

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.

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Cathedral on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

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.



Safeguarding

The post-holder will be required to satisfactorily complete safeguarding learning at the 'Basic Awareness' level (online) within the first three working days, and 'Foundation' level (online) within the first ten working days. Following this, the post-holder will be expected to engage in 'Leadership' and 'Senior Leadership' learning in safeguarding, completing this as soon as is possible within three months of taking up the appointment.

Responsible to:

The post will be line managed by the Diocesan Safeguarding Officer and in relation to Cathedral duties, the post-holder will work in close collaboration with of the Chapter Lead for Safeguarding.



Person Specification

Cathedral Safeguarding Officer and Diocesan Safeguarding Practitioner

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities.

CRITERIA: (E) – ESSENTIAL (D) – DESIRABLE

MEASURED BY: (A) – Application form; (I) – Interview;

REQUIREMENTS	(E) / (D)	(A) / (I)
The post holder must be able to demonstrate:		
Education/Training		
A professional qualification or equivalent experience relevant to safeguarding with current professional registration where applicable.	E	A/I
Knowledge & Experience		
Experience of working in the field of either children's or adult safeguarding.	E	A/I
Experience of implementing policy in a church context.	D	A/I
An excellent working knowledge of relevant key statutory legislation and guidance relating to the Safeguarding of children and adults.	E	I
Theoretical and practical knowledge across the range of procedures and practices in the field of safeguarding.	E	I
Experience of working collaboratively with relevant statutory agencies and authorities relating to safeguarding.	E	A/I
Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults.	E	A/I
A good understanding of issues relating to, or experience of working with, survivors of abuse.	E	A/I
A good understanding of issues relating to, or experience of working with, the perpetrators of abuse.	E	A/I
Experience of developing and implementing procedures and policies.	D	A/I
Proven experience of dealing with complex safeguarding situations.	D	A/I



Detailed understanding of Data Protection and data management, particularly relating to the management of sensitive data.	D	A/T
Experience of planning, facilitating and auditing training.	D	A/I
Skills & Aptitudes		
Excellent interpersonal and communication skills - written, verbal and presentation.	E	A/I
The proven ability to develop and maintain key relationships and inspire trust.	E	A/I
Ability to identify and challenge poor practice and ensure improvements are implemented.	E	A/I
The ability to communicate at all levels using the appropriate media.	E	A/I
Strong influencing skills and the ability to inspire others to embed safeguarding best practice.	E	A/I
The ability to be able to effectively and appropriately challenge all levels of clergy; staff; and volunteers.	E	A/I
Ability to engage with victims and perpetrators of abuse.	E	A/I
Appreciate the significance of the Church of England's role in promoting the safeguarding of children and vulnerable adults.	E	A/I
Demonstrates empathy for, and understanding of, the mission, vision, and values of Durham Cathedral and Durham Diocese within the wider context of the Church of England	E	A/I
The ability to be self-reflexive, welcoming feedback from others.	E	A/I
Able to understand and navigate the complexity of working in a large organisation.	E	A/I
Effective IT skills (Excel, PowerPoint and Outlook).	E	A/I
Circumstances		
Must be willing to work flexibly, including the ability to work outside of normal office working hours when required.		
Ability to travel independently for off-site meetings, home visits, etc.		