

JOB DESCRIPTION FOR: CATHEDRAL SAFEGUARDING OFFICER (PART TIME)

Document issue date:

Location: Jubilee House, Southwell with travel as required throughout the Diocese and beyond.

Hours and salary 2 days per week (14 hours)
Salary: Grade 4: £39,742 (FT) pro rata
Fixed term contract: 12 months

Role Profile:

The Diocese of Southwell and Nottingham has a vision of Living Hope for the city, towns and villages of Nottinghamshire and beyond and is committed to its mission of Growing Disciples of Christ with Compassion, Confidence and Courage.

Southwell Minster Cathedral is a living church, nestled within a distinctive rural setting of a small market town and has been a centre of Christian worship for over a millennium. It is both a parish church to the people of Southwell, as well as the mother church of the Diocese of Southwell and Nottingham serving the people, communities and churches of Nottinghamshire.

The Cathedral offers a deep-set pattern of daily prayer and worship, as well as providing pastoral care in the locality. The Cathedral's choral tradition, supported through the Junior Department of the Southwell Minster School, is held in high regard, as well as its world class and varied programme of music events. Through an ambitious programme of educational outreach, the cathedral also welcomes over 5000 school children each year and has just been named Visitor Attraction of the Year through the Nottinghamshire tourism awards, with over 100,000 people visiting annually.

Guided by a living faith in Jesus Christ, Southwell Minster is a place of intense beauty, sanctuary and hospitality, with a rich heritage of music, culture and education. We seek to bring joy and connection in all that we do so that the cathedral can continue to be a source of inspiration, enrichment and blessing for countless generations to come.

This role is key to the effectiveness of safeguarding at Southwell Minster. The Cathedral is committed to the highest standards in safeguarding practice possible, and this role will enhance safeguarding support for the Cathedral in serving and equipping the Cathedral community and the Diocese to live out its vision.

Key Relationships:

The post holder will be located within the Cathedral staff and is expected to play a key strategic and operational role in delivering the safeguarding arrangements for Southwell Minster. As such, the primary point of contact will be the Cathedral Chief Operating Officer. The post holder will be an employee of the Diocesan Board of Finance (DBF) and will receive professional supervision from and will report all safeguarding matters to the Diocesan Safeguarding Adviser.

Other key relationships include the Dean of Southwell, the Cathedral CO, Residentiary Canons, the Cathedral Safeguarding Co-ordinator, the Designated Safeguarding Lead at the Minster School, Chapter members and especially the Safeguarding Lead on Chapter, Assistant DSA, Safeguarding Training Manager, Safeguarding

Administrator, members of the Bishop's Office, members of the Cathedral Safeguarding Committee and Diocesan Safeguarding Advisory Panel.

Main Activities and Responsibilities:

1. Cathedral Support

The CSO will need to work with Minster colleagues at all levels to encourage, support and challenge in a proactive way, providing strong leadership on all safeguarding matters relating to the Cathedral, showing strategic awareness as well as excellence in safeguarding practice. Leadership that inspires those around them to understand their safeguarding responsibilities in making Southwell Minster a safe place for all to work and worship.

Work alongside the significant number of volunteers across the Cathedral Community to ensure that they are trained, equipped, motivated and supported to recognise, respond and report all safeguarding concerns and allegations in line with the expectations of the Cathedral Senior staff and House of Bishops' safeguarding Policy and practice guidance.

Support Cathedral staff during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for the congregation and individuals affected by allegations of abuse.

Facilitate the Cathedral Safeguarding Management Group and provide regular reports on the safeguarding activity within the Cathedral, to the Cathedral Chapter.

To act as a conduit between the Cathedral and the Diocesan Safeguarding Advisory panel by submitting regular reports to DSAP and conveying any key messages back to the Cathedral.

Assist the DSA in undertaking an annual safeguarding audit of safeguarding in the Cathedral, identify areas for development and support the Cathedral in implementing these. Produce an annual report to Cathedral Chapter and the DSAP on the safeguarding arrangements in the Cathedral.

Build professional relationships with Cathedral staff and the Minster School, including, Residentiary Canons, Departmental staff in Music and Education and other church officers at the Cathedral.

Ensuring that the profile of safeguarding is maintained and that those who use Southwell Minster can easily access safeguarding support and report concerns.

2. Casework

Management of new and existing cases as directed by the Diocesan Safeguarding Adviser.

Respond to requests for advice, information and guidance for individuals in the Cathedral who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) as well as concerns about adults whose behaviour may pose a risk. Whilst the focus of this role is Southwell Minster, in certain situations this may also include work with parishes where support or sign posting is urgently needed.

Under the guidance of the DSA, take the lead in responding to serious situations for assessing and managing safeguarding concerns or allegations against church officers in line with national policy and practice guidance.

Attending safeguarding meetings set up by the Diocesan Safeguarding Team to make decisions with senior managers and officers in relation to managing complex cases.

Provide advice to and identify support for those who are victims or survivors of abuse, sign posting to appropriate external services as required.

Liaise with statutory agencies including the Local Authority Designated Officer, the police, the MASH team and the Probation Service on relevant cases.

Attend strategy meetings and child or adult protection conferences as requested by the DSA.

Keep and maintain accurate records and files in relation to casework on the National Safeguarding Casework Management System, ensuring that the records are suitable for admission in legal proceedings and available to the Diocesan Safeguarding Team.

Prepare and participate in formal case reviews and audits, reflective practice exercises and supervision with the understanding and expectation that they will embrace the idea of continual professional development

2. Risk assessments

Oversee the completion of activity risk assessments completed by staff and volunteer leaders for all activities involving children, young people and vulnerable adults.

Provide safeguarding advice and guidance to staff completing general risk assessments such as evacuation procedures or lockdown procedures.

Undertake safeguarding assessments on individuals where there are or have been concerns about their behaviour towards children or adults at risk, where they have convictions for offences against children or adults at risk or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance and identify both the risks and mitigation that could be made to ensure the safety of others.

Contribute to the drawing up and regular review of Church Safety Plans to enable individuals about whom there is a child or adult safeguarding concern to participate in Cathedral activities and acts of worship, whilst protecting children or adults from any potential harm.

Undertake initial fact-finding exercises relating to concerns that have been raised about inappropriate behaviour towards a child or an adult at risk. This includes non-current allegations of abuse.

Provide guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves but don't require a formal Church Safety Plan.

3. Policy development and implementation

Oversee with the DSA the implementation of national safeguarding policies and procedures.

Develop and implement bespoke Cathedral safeguarding procedures and protocols for use within the Cathedral and ensure they are implemented for all Minster staff and volunteers.

Ensure safeguarding policies and procedures are embedded into the life and work of Minster staff and volunteers making suitable adjustment and additions to meet the contextual needs of South Minster within the fidelity of the House of Bishops' guidance.

4. Training

Work alongside the Diocesan Safeguarding Training Manager to deliver safeguarding training to clergy and lay people in line with the national safeguarding training programme.

5. Disclosure and Barring (DBS)

Be the point of contact for the Cathedral in relation to any DBS queries.

Conduct risk assessments for church officers with respect to blemished DBS certificates.

Any other tasks as requested by the DSA to ensure the Cathedral's safeguarding culture and practices remains in accordance with national safeguarding practice guidance.

Person Specification:

This section details the attributes which are required to undertake the full remit of this post.

Key –

AF – Application Form, I – Interview, T - Task

Attributes	Essential	Desirable	Means of Assessment
Qualifications			
A relevant professional qualification or equivalent (for example; social work, health, teaching, law, police)	x		AF
Experience of: -			
Safeguarding working with children, young people or adults at risk at senior practitioner level.	x		AF, I
Assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults.	x		AF, I
Keeping and maintaining safeguarding records on a casework management system and safeguarding administration.	x		AF, I
Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.	x		AF, I
Child or adult safeguarding in a church/faith context.		x	AF, I
Ability to: -			
Identify and assess key issues in the field of safeguarding children and adults. Analyse complex situations and advise appropriately.	x		AF, I
Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors.	x		AF, I
Deal sensitively and appropriately with confidential information.	x		AF, I
Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.	x		AF, I
Deliver safeguarding training to a high standard to clergy and lay people.	x		AF, I, T
	x		AF, I

Keep up to date with legislative developments in the field.		x	AF, I
Understand the Church of England and its structures, including the legal framework.			
Knowledge and Skills			
Effective verbal and written communication skills.	x		AF, I, T
Knowledge of general IT systems and applications including spread sheets, word processing, power point and database.	x		AF, I, T
Excellent attention to detail.	x		AF, I, T
Current knowledge of DBS processes and legislation.	x		AF, I
Personal qualities			
Professional, friendly and approachable particularly when under pressure.	x		AF, I
A strong commitment to safeguarding as an essential part of the church's work.	x		AF, I
Willingness to work on own initiative and be accountable.	x		AF, I
Supportive of the mission and ministry of the Church of England, Southwell Cathedral and the Diocese of Southwell and Nottingham mission statements.	x		AF, I
Able to work flexible hours, including evening and weekend work as negotiated with the Diocesan Safeguarding Adviser.	x		AF, I
Own vehicle which will need to be used for work, and clean driving licence.	x		AF, I

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

An Enhanced DBS certificate with barring is required for this role.

The Diocesan Board of Finance intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation. April 2025