

## **JOB DESCRIPTION FOR: Diocesan INEQE Project Assistant (PART TIME)**

<b>Document issue date:</b>	March 2025
<b>Location:</b>	Jubilee House, Southwell with travel as required throughout the Diocese and beyond.
<b>Hours and salary</b>	14 hours per week Salary: Grade 6: £28,154 - £31,285 Fixed term contract: up to max 10 months

### **Role Profile:**

The Diocese 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. This role will enhance safeguarding support for the Cathedral and the Diocesan Safeguarding Adviser (DSA) in serving and equipping the Cathedral community and the Diocese to live out this vision.

The INEQE Audit/Inspection is a national programme to highlight good practice and deficiencies in safeguarding arrangements within the Church of England and originates from one of the recommendations from the Independent Inquiry into Child Sexual Abuse (IICSA). This post is designed to work alongside the Diocesan Safeguarding Officer and the Independent Project Lead, to support the Diocese and Cathedral in preparing for their audit/inspection in early January 2026, and to help produce an action plan that will shape the future service delivery across the diocese and cathedral. External audit/inspections are an important part of our governance arrangements to ensure that the diocese, cathedral and parishes comply with the five National Safeguarding Standards.

### **Key Relationships:**

The post holder is an employee of the Diocesan Board of Finance (DBF) and will report to the Diocesan Safeguarding Officer (DSO).

#### **Key internal relationships include:**

The DSO and Cathedral Safeguarding Officer (CSO)  
Members of the diocesan and cathedral safeguarding teams  
Independent chair of the Diocesan INEQE Project Board (diocesan Project Board Lead)  
Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP)  
Diocesan Chief Executive  
Cathedral Chief Operating Officer  
Cathedral Chapter Safeguarding Lead and other members of the Cathedral Safeguarding Management Group (CSMG)  
Single Point of Contact (SPOC) for the diocese and the cathedral  
Diocesan Communications team

#### **Key external relationships include:**

INEQE Project Board Manager  
Selected clergy, Church Officers and Parish Safeguarding Officers (PSOs) involved in focus groups  
NST INEQE lead  
Personnel from other dioceses already audited by INEQE

Service users and key stakeholders of the diocese and cathedral through focus group and questionnaires

## **Main Activities and Responsibilities:**

### **1. INEQE Audit work**

- To collate evidence from existing documents to show the cathedral and diocese's compliance with the National Safeguarding Standards
- To enter the pre-audit data into the INEQE system
- To work with the diocesan INEQE Project Board Lead to identify gaps in evidence and work with the DSO and the CSO to ensure they are addressed in time for submission to the audit
- To agree the timetable of the INEQE audit/inspection with the INEQE Project Manager in conjunction with the DSO, CSO, cathedral Chapter Lead and the diocesan INEQE Project Board Lead
- To liaise with the focus group members to ensure their attendance during the audit/inspection
- To oversee the distribution of the INEQE questionnaires to service users and stakeholders
- To work with the DSO and cathedral SPOC to complete and submit the INEQE 360 report
- To provide practical support to the INEQE Auditors/Inspectors before and during their on-site visit.

### **2. INEQE Project Board**

- To work with the diocesan INEQE Project Lead to ensure that Board meetings run efficiently and are accurately minuted
- To ensure that any gaps in evidence are brought to the attention of the diocesan INEQE Project Board
- To work with the Independent Chair of DSAP, the DSO and the CSO to ensure that the materials provided as evidence of compliance with the National Standards are sufficiently robust and fit for purpose
- To work with the DSO, CSO and the SPOCs to provide regular progress reports on the audit/inspection preparation for the Bishop's Core Team, Cathedral Chapter and DSAP.
- To support the diocesan INEQE Project Board, DSO, CSO, Cathedral Chapter and the DSAP to produce the post audit/inspection Action Plan.

### **3. Support to DSAP and Cathedral Safeguarding Management Board**

- To liaise with the DSAP and the CSMG to ensure progress on the audit/inspection preparation remains on track
- To provide update reports to the DSAP and CSMG on the progress of the audit/inspection preparation and highlighting any significant gaps that might require attention
- To present the final draft Action Plan (post audit/inspection) to the DSAP and Cathedral Chapter for approval and adoption.

Any other tasks as requested by the DSO to ensure the diocesan and cathedral's safeguarding audit/inspection runs efficiently and in line with the national and INEQE guidelines.

**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

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>Qualifications</b>  A relevant professional qualification or equivalent in project management	x		AF
<b>Experience of: -</b>  Projects relating to audit and practice reviews  Inputting data for external audits  Presentations on project progress both written and oral.  Keeping and maintaining records of meetings.  Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.  Working collaboratively alongside colleagues and partner organisation to promote the project.	X  x  x  x  x		AF, I  AF, I  AF, I  AF, I  AF, I
<b>Ability to: -</b>  Collate materials from a variety of sources and input into externally given IT systems.  Plan effectively and engage others within the project.  Challenge colleagues to ensure the project is delivered on time.  Work effectively with external partners.  Self-motivate and work autonomously to ensure the work is completed efficiently.  Understand the Church of England and its structures, including the legal framework.  Communicate effectively with senior colleagues.	x  x  x  x  x		AF, I  AF, I  AF, I  AF, I  AF, I

Grasp concepts and tasks quickly and problem solve to seek different solutions to a problem.	x		AF, I
<b>Knowledge and Skills</b>			
Effective verbal and written communication skills.	x		AF, I
Knowledge of general IT systems and applications including spread sheets, word processing, power point and database.	x		AF, I
Excellent attention to detail.			
<b>Personal qualities</b>			
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.

*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*