

## **Safeguarding in the Diocese of Carlisle:**

The Church of England is committed to safeguarding as an integral part of the life and ministry of the Church. In the Diocese of Carlisle, it is a key priority that we work together towards achieving our common vision, our commitment to a positive safeguarding culture, so that all our churches and worshipping communities can be places which are safer for everybody as well as being places of welcome. Our Diocesan Safeguarding Team (DST) is the key element in delivering on this commitment.

The Diocese of Carlisle consists of three archdeaconries, 11 rural deaneries, 235 parishes and Carlisle Cathedral. Each parish is governed by its own Parochial Church Council (PCC) which is responsible for safeguarding at a local level. Carlisle Cathedral is governed by its Chapter which has responsibility for safeguarding there. In seeking to be open and welcoming, we recognise that within our congregations, a wide range of individuals may include those who have been victims of abuse, those who may be experiencing abuse and those who have perpetrated abuse against others. The DST provides advice, guidance, and resources to our parishes, and the Cathedral, to promote our safeguarding culture, ensure adherence to legislation and policy, monitors risk, and actively manages safeguarding concerns.

The pace of change in safeguarding in the Church of England context is high. The Church is working hard to create new safeguarding structures that address past failures and ensure future confidence in safeguarding arrangements and decisions. We now have National Safeguarding Standards that provide structure for our delivery of services. The Diocese of Carlisle has undergone an independent safeguarding audit, led by INEQE Safeguarding Group, in the past 12 months and they measured our compliance against the standards. INEQE concluded that the safeguarding arrangements within the Diocese of Carlisle have improved significantly in recent years. They say that *“the culture is healthy, safeguarding is prioritised, support is valued and individuals across the Diocese feel able to report, question and challenge.”* However, they also found that the DST requires additional resourcing to continue building upon the foundations developed, and thus this new post has been created to assist with further strengthening our commitment to providing a safer church for all.

## **The Opportunity:**

Due to expansion of resourcing, we have an exciting opportunity for an enthusiastic safeguarding professional to join our DST as a Deputy Diocesan Safeguarding Officer. Reporting directly to our Head of Safeguarding - Diocesan Safeguarding Officer - you will play an important role in supporting parishes, and Carlisle Cathedral, to respond well to safeguarding concerns and to promote good safeguarding practice across the Diocese.

We are looking for someone with strong experience in safeguarding matters, and deep commitment to ensuring best practice, and a clear understanding of the importance of keeping children, young people and vulnerable adults safe. You will need a relevant professional qualification and substantial practitioner experience. It's essential that you have up to date knowledge of safeguarding guidance and the management of cases of concern. If you are a team player and passionate about safeguarding, then we would love to hear from you!

You will be part of a small professional team who work collaboratively to ensure that church life is safer for all. You will be supported in translating your skills and experience into the framework and practices of the Diocese.

The Deputy Diocesan Safeguarding Officer will support the Church of England's commitment to creating a safer environment by managing safeguarding concerns, conducting risk assessments, and ensuring that appropriate safeguarding measures are in place. The role involves working closely with clergy, church leaders, survivors, statutory agencies, and other

safeguarding professionals to promote best practices in safeguarding children, young people, and vulnerable adults across the diocese and Carlisle Cathedral.

To be successful, you will be a highly organised individual with excellent people skills and will demonstrate a high degree of professionalism, discretion and sensitivity. You will have strong interpersonal skills and be able to coach and mentor people from a range of backgrounds. You will bring professional knowledge of safeguarding legislation and regulations from your previous / current role(s) and, have experience of dealing with casework issues in this, or a related field. You will be able to work with complex information and solve problems and provide clear practical advice in a timely manner. You will have sympathy towards the ethos and values of the Christian faith and be able to work effectively within a Church of England setting.

This is a part time (28 hours) post. However, we would also welcome applications from those seeking flexible working or a 21-hour contract. We also offer hybrid working, and you will be provided with an office base at our Church House building in Penrith. The role requires flexibility as it involves some evening and weekend working, and travel across the Diocese and Carlisle Cathedral.

If you would appreciate an informal conversation to help you in considering your application, please contact the Diocesan Safeguarding Officer – Joanna Van Lachterop – Email [safeguarding.adviser@carlisediocese.org.uk](mailto:safeguarding.adviser@carlisediocese.org.uk) or Tel: 07458 016884

## ROLE DESCRIPTOR

**JOB TITLE:** Deputy Diocesan Safeguarding Officer (28 hours per week) including occasional evenings and / or weekends.

**REPORTS TO:** Head of Safeguarding – Diocesan Safeguarding Officer (DSO)

**DEPARTMENT:** Safeguarding Team

**PURPOSE OF ROLE:**

The Deputy Diocesan Safeguarding Officer (DDSO) will have a key role in helping to translate the Bishop of Carlisle's commitment to safeguarding into tangible actions and outcomes.

As a member of the Safeguarding Team, this role supports the Diocesan Safeguarding Officer to provide the professional leadership on, and management of, matters relating to the safeguarding of children and vulnerable adults across the diocese and at Carlisle Cathedral. This includes casework, advice, quality assurance, maintaining case management systems and delivery of training.

**KEY ACTIVITIES & RESPONSIBILITIES:**

1. Provide deputy cover for the DSO, where required, to ensure the leadership and management of matters relating to the safeguarding, of children and vulnerable adults, including casework, advice, systems and training.
2. Build strong, professional and effective relationships with Diocesan and Cathedral staff including Bishops, senior clergy, lay executives, relevant clergy and lay members of the deaneries, parishes and cathedral. Collaborate with other safeguarding professionals within Carlisle and other dioceses, and the National Safeguarding Team.

**CASEWORK:**

3. 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.
4. 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.
5. Create and maintain accurate and timely case records of concerns, activity and decisions utilising the National Safeguarding Case Management System (MyConcern) and ensure that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.
6. Respond to requests for advice, information and guidance from any individuals who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.

7. Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child, young person or an adult at risk. This includes non-current allegations of abuse.
8. Ensure that the needs of victims / survivors of abuse are always given a strong focus, listen carefully to their accounts and identify appropriate support where required.
9. Support parishes during a child or adult protection enquiry and afterwards, where appropriate, including arranging the support for congregations and individuals affected by allegations of abuse.
10. Provide advice and support to diocesan staff, governing bodies, parishes and the Cathedral, or as determined by any service contracts, in the implementation of safeguarding policies and case management procedures.

#### **RISK ASSESSMENT:**

11. Conduct and contribute to risk assessments of 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.
12. Prepare, implement and review safeguarding agreements, for those known to be a risk to children and / or adults, to mitigate perceived risks within a church context.
13. Coach and empower those overseeing the agreements to ensure they understand their roles, are aware of the perceived risks, and know how to respond to any issues.

#### **TRAINING:**

14. Support the delivery of the national safeguarding learning and development strategy, including planned, or occasional, delivery of safeguarding training within the diocese to clergy and lay people.

#### **POLICY & COMPLIANCE:**

15. To contribute to and participate in diocesan and cathedral safeguarding governance through representation at relevant internal and external meetings and bodies.
16. To participate in the wider activities of the Diocesan Safeguarding Team, including quality-assurance and attendance at regional and national safeguarding events.
17. Keep up to date with legislative changes and best practices in safeguarding, and national church of England developments.
18. Ensure compliance with national safeguarding policies and procedures and actively promote good safeguarding practice across the diocese and cathedral.

#### **OTHER:**

19. The post holder is required to:
  - Participate in professional supervision and the annual review process.
  - To engage in training and continuous professional development activities.
  - To undertake any other duties as relevant and appropriate to the role.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the postholder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

## PERSON SPECIFICATION

**A**     Application Form  
**I**     Interview  
**A & I**   Application Form & Interview

Criteria	Essential / Desirable	Criteria Assessed A / I
<b>TECHNICAL COMPETANCE</b>		
<b>QUALIFICATIONS &amp; TRAINING</b>		
<ul style="list-style-type: none"> <li>Relevant professional qualification or equivalent (e.g. social work, probation or police) with current professional registration where applicable.</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>Level 3 or above safeguarding training.</li> </ul>	Desirable	A
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experience of safeguarding children and adults.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of contributing to policy and practice guidance development and implementation.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of working on cases involving the statutory response to the protection of children / adults and / or management reviews.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of 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.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of applying policies legislation, procedures and good practice in relation to the safeguarding and protection of children and adults.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of undertaking risk assessments.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of reporting to internal accountable bodies such as a safeguarding board or working group.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of training delivery face to face and / or virtually.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Experience of supervising and / or supporting volunteers.</li> </ul>	Desirable	A
<ul style="list-style-type: none"> <li>Experience of safeguarding in a church / faith context.</li> </ul>	Desirable	A

<b>KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>Aware of how to contribute to case review processes and identifying and disseminating lessons to be learnt. e.g. serious case reviews, domestic homicide reviews, or significant learning processes, MAPPA reviews etc.</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>Awareness the range of statutory and non-statutory organisations involved in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Working knowledge of the statutory framework in relation to safeguarding children and adults.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Knowledge of legal frameworks and Church of England policies relating to safeguarding.</li> </ul>	Desirable	A & I
<b>SKILLS &amp; APTITUDES</b>		
<ul style="list-style-type: none"> <li>Excellent written and oral communication skills and interpersonal relationships. Includes report-writing and record-keeping skills.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Ability to plan and prioritise work and work independently.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Strong organisation skills with the ability to adapt to a challenging workload.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Ability to establish and maintain appropriate boundaries, including appropriate confidentiality.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Excellent people skills - professional, approachable, trustworthy and inspires confidence.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Ability to work sensitively and effectively within a faith-based environment, respecting different beliefs and traditions.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Ability to work sensitively with victims / survivors who may disclose abuse.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>Professional, calm and efficient manner.</li> </ul>	Essential	A & I
<ul style="list-style-type: none"> <li>An understanding of the structures of the Church of England</li> </ul>	Desirable	A & I
<b>BEHAVIOURAL COMPETANCE</b>		
<b>PERSONAL ATTRIBUTES &amp; COMPETENCIES</b>		
<ul style="list-style-type: none"> <li>Able to access all parts of the diocese, occasionally at weekends or evenings.</li> </ul>	Essential	I

<ul style="list-style-type: none"> <li>• Be willing to challenge stereotyping, prejudice, discrimination and bias.</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>• Able to maintain professional boundaries while showing compassion and understanding.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• Takes appropriate initiative, works in a proactive manner and manages time effectively.</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>• Approachable, trustworthy and inspires confidence.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• Maintains calmness and clarity under pressure.</li> </ul>	Essential	I
<ul style="list-style-type: none"> <li>• A positive and flexible approach to work.</li> </ul>	Essential	A & I

<b>Benefits</b>	
<b>Salary</b>	£43,525 FTE + 15% non-contributory pension
<b>Pension</b>	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
<b>Car</b>	mileage paid at 45ppm
<b>Office Provision</b>	office space in Church House, Penrith
<b>IT &amp; Mobile phone</b>	laptop and smartphone with remote access to email
<b>Working Expenses</b>	fully-funded as appropriate
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• 34 days annual leave incl bank holidays (pro-rata for part time employees).</li> <li>• 35 hrs a week flexi-time system in operation. time off in lieu for additional hours worked at weekends or evenings.</li> </ul>
<p>Any offer of employment is subject to:</p> <ul style="list-style-type: none"> <li>• Two references (one must be current employer)</li> <li>• Health Check</li> <li>• Right to work check</li> <li>• Enhanced DBS check</li> </ul>	