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. We are the driving force to bring about the highest standards of safeguarding and providing advice and guidance to all who need it and support to victims and survivors of abuse.

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, which 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 required additional resourcing to continue building upon the foundations developed. In response to this, the DST has recruited and embedded additional team members over the past 12 months, in addition to our freelance trainer team. Due to growth and development of our services, we are now requiring an additional key team player to support our mission of providing a safer church for all.

The Opportunity:

We are looking for an enthusiastic safeguarding professional to join our DST as an **Assistant Diocesan Safeguarding Officer** for casework and safeguarding training delivery. Reporting directly to the Head of Safeguarding / Diocesan Safeguarding Officer, you will play a key role in our commitment to creating a safer church for all by both effectively advising on, and managing, safeguarding concerns, conducting risk assessments & implementing safety plans, and developing, coordinating and delivering safeguarding training that assists in ensuring our churches are a safer place for all.

The role involves working closely with clergy, church leaders, victims & survivors, statutory agencies, and other safeguarding professionals to promote best practices in the safeguarding of children, young people, and vulnerable adults across the diocese (including Carlisle Cathedral). You will be part of a small professional team who work collaboratively together 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.

This role requires travel across the Diocese, along with some evening and occasional weekend work (TOIL provided).

About You - we are looking for someone who can demonstrate:

- Significant safeguarding casework experience, involving children & vulnerable adults, and a strong knowledge of legislation and best practice.
- Experience of working with victims, survivors and those who pose a risk of harm, and partnering with statutory agencies.
- Strong understanding of risk assessment and managing safeguarding allegations.
- Leadership and communication skills with the ability to engage confidently with a wide range of stakeholders.
- High standards of confidentiality, professionalism, and personal resilience.
- Ability to coach and mentor and influence people from a range of backgrounds.
- Experience of delivering training, preferably of a safeguarding nature.
- Proven ability to embed good safeguarding practice.
- Reflective, collaborative and committed to equality and inclusion.
- Sympathy with the ethos and values of the Church of England.

For full details of the job please see the job description and person specification.

Accountability and Key Relationships:

- Head of Safeguarding – Diocesan Safeguarding Officer
- Diocesan Safeguarding Team colleagues
- Senior clergy and staff of the Diocese and Diocesan Board of Finance
- The Diocesan Safeguarding Advisory Panel
- The Dean of Carlisle and senior cathedral staff
- Those in licenced and authorised ministry
- Parish Safeguarding Officers and parish-based church officers.
- Freelance Safeguarding Trainers
- National Safeguarding Team (NST)

If you are a flexible team player, have a can-do attitude and are passionate about safeguarding, then we would love to hear from you!

If you would appreciate an informal conversation to help you in considering your application, please contact the Head of Safeguarding / Diocesan Safeguarding Officer – Joanna Van Lachterop – Email safeguarding.adviser@carlislediocese.org.uk or Tel: 07458 016884.

ROLE DESCRIPTOR

JOB TITLE: Assistant Diocesan Safeguarding Officer (ADSO)

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

DEPARTMENT: Safeguarding Team

PURPOSE OF ROLE:

Working alongside the Head of Safeguarding, you'll help make every church and worshipping community in the Diocese of Carlisle a safer place for all. You'll handle safeguarding concerns from first contact to resolution, give clear advice to parishes and the Cathedral, and help build a confident, healthy safeguarding culture, all in line with the Church of England's National Safeguarding Standards.

Key activities:

1. **Manage safeguarding cases.** Triage, fact-find and manage concerns and allegations, including non-current ones. You'll work with the Police, Children's and Adult Services and Probation, and keep accurate records on MyConcern.
2. **Put victims and survivors first.** Listen carefully to their accounts and make sure they get the right support.
3. **Assess and manage risk.** Carry out risk assessments, then put in place and review safeguarding agreements. Coach the people who oversee those agreements, so they know their role.
4. **Deliver and develop training.** Deliver Leadership safeguarding training to clergy and lay people, keep the content fresh, and measure its impact.

ACTIVITIES & RESPONSIBILITIES:

CASEWORK:

1. 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. 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.

3. 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.

4. Respond to requests for advice, information and guidance from any church officers 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.

5. 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.

6. 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.

RISK ASSESSMENT:

7. 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.

8. 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.

9. 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 DELIVERY & DEVELOPMENT:

10. Support the delivery of the national safeguarding learning and development strategy, including delivery of Leadership safeguarding training within the diocese to clergy and lay people.

11. Develop training impact evaluation, and effective evaluation, processes to ensure our delivery is being well received and making a positive difference.

12. Updating learning, scenarios/examples that ensure training is refreshed regularly.

13. Developing creative networks and relationships / contacts with other dioceses and national leads to co-create, co-deliver and co-evaluate new initiatives.

DEPUTISING & PROFESSIONAL DEVELOPMENT:

14. Deputise and provide cover for other staff in the Safeguarding Team as necessary including the DSO.

15. Engage in professional supervision the annual review process as part of the Diocese's commitment to staff welfare.

16. Commit to continuous professional development and undertake training to maintain an up to-date understanding of national and local safeguarding policies and best practice. Share and apply this knowledge across the Safeguarding Team and Diocese. This includes attendance at National DSA days and events

17. Work collaboratively with the Safeguarding Team and wider colleagues and undertake other such duties, commensurate with the role, that may be required by the Diocesan Safeguarding Officer.

This job description outlines the principal duties and responsibilities of the post and is not intended to be exhaustive. The role may evolve in line with diocesan priorities, national safeguarding developments, and organisational need.

PERSON SPECIFICATION

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

Criteria	Essential / Desirable	Criteria Assessed A / I
QUALIFICATIONS & TRAINING		
• A professional qualification or equivalent degree level qualification (i.e. social work, criminal justice, police).	Essential	A
• Educated to degree level (or equivalent)	Desirable	A
• English and Math GCSE (or equivalent) at grade C (level 5) or above.	Essential	A
KNOWLEDGE & EXPERIENCE		
• A minimum of 3 years post qualifying experience of effectively managing a challenging caseload relating to safeguarding of both children and vulnerable adults preferably in a church, charity, social work, or law enforcement setting.	Essential	A & I
• Experience in risk assessment of those who have offended against children or adults at risk, and of those who may pose a risk to children or vulnerable adults.	Essential	A & I
• Experience of multi-agency working, including with statutory and non-statutory agencies, when managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.	Essential	A & I
• Experience of applying policy, procedure and good practice in relation to the safeguarding of children and/or adults.	Essential	A & I
• Experience of effectively managing a caseload.	Essential	A & I
• Able to demonstrate up-to-date knowledge of safeguarding practice and relevant legislation.	Essential	A & I
• Experience of working with victims or survivors of abuse, including adults with mental health issues.	Essential	A & I
• Knowledge of trauma informed practice and experience of applying this to safeguarding work.	Essential	A & I

• Experience of supervising or managing professional staff.	Desirable	A & I
• Experience of delivering training – preferably of a safeguarding nature – face to face and / or virtually.	Essential	A & I
• Experience of supervising and / or supporting volunteers.	Desirable	A & I
• Able to analyse information and prepare reports for senior leaders and governance bodies.	Essential	A & I
• Proficient in Microsoft 365 applications and safeguarding case management systems.	Essential	A & I
• Experience of safeguarding in a church / faith context.	Desirable	A & I
SKILLS & APTITUDES		
• Excellent written and oral communication skills and interpersonal relationships. Includes report-writing and record-keeping skills.	Essential	A & I
• Ability to plan and prioritise work and work independently.	Essential	A & I
• Strong organisation skills with the ability to adapt to a challenging workload.	Essential	A & I
• Ability to establish and maintain appropriate boundaries, including appropriate confidentiality.	Essential	A & I
• Excellent people skills - professional, approachable, trustworthy and inspires confidence.	Essential	A & I
• Ability to work sensitively and effectively within a faith-based environment, respecting different beliefs and traditions.	Essential	A & I
• Ability to work sensitively with victims / survivors who may disclose abuse.	Essential	A & I
• Professional, calm and efficient manner.	Essential	A & I
• An understanding of the structures of the Church of England	Desirable	A & I
PERSONAL ATTRIBUTES & COMPETENCIES		
• High levels of enthusiasm and self-motivation with a willingness to challenge stereotyping, prejudice, discrimination and bias.	Essential	A & I
• Able to represents the team and the Diocese in a professional way with honesty and integrity in line with expected standards of conduct.	Essential	A & I

• Good organisational and planning skills; able to work unsupervised and collaboratively as part of a team.	Essential	A & I
• Good organisational and planning skills; able to work unsupervised and collaboratively as part of a team.	Essential	A & I
• Recognises the impact of their own actions and behaviours upon others; demonstrates emotional intelligence.	Essential	A & I
• Ability to effectively utilise professional supervision.	Essential	A & I
• Performs all duties in a safe manner, ensuring the safety and well-being of self and others.	Essential	A & I
• A clear communicator, both verbally and in writing and able to demonstrate diplomacy, sensitivity, and patience.	Essential	A & I
• Ability to learn quickly, have an enquiring mind, and provide a solution focused approach to problem solving.	Essential	A & I
• Ability to manage multiple tasks and deliver on time with a clear attention to detail.	Essential	A & I
• Must be comfortable working in a church environment and empathic to the values of the Church of England.	Essential	A & I
• Hold a clean driving licence and have access to a private car with insurance for travel on business purposes. Willing to travel around the diocese as required for the role.	Essential	A

Benefits	
Location	The main place of work will be the Church House in Penrith. The role holder will be required to attend other parts of the Diocese regularly as part of their role. Hybrid working is available where this aligns with the needs of the role. The role holder will be required to attend other parts of the Diocese regularly as part of their role.
Hours	This is a full-time role based on a 35-hour working week. However, we are also keen to receive applications for from candidates wishing to work on a part-time basis – please state the arrangements sought in your application. There is an operational need for some flexibility within the working week, including occasional evenings and / or weekends. The post holder will be entitled to time off in lieu of attending meetings outside of core office hours.
Salary	£45,048 FTE

Pension	A non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	Mileage paid at 55ppm EV leasing scheme available
Office Provision	Office space in Church House, Penrith
IT & Mobile phone	Laptop and smartphone with remote access to Microsoft 365 suite
Working Expenses	Fully funded as appropriate
Holidays	34 days annual leave incl bank holidays (pro-rata for part-time employees).

Any offer of employment is subject to:

- Two references (one must be current employer)
- Health Check
- Right to work check
- Given the nature of this role an Enhanced Disclosure and Barring Service (DBS) check will be required.