

# Head of Safeguarding (Diocesan Safeguarding Advisor - DSA)

Application Pack



Transformed Lives | Growing Church | Building Community  
**THE KINGDOM OF GOD - GOOD NEWS FOR ALL**

## Welcome from Bishop Libby

**Thank you for taking time to read this pack, and your consideration of the role of Head of Safeguarding (Diocesan Safeguarding Adviser) for the Diocese of Derby.**



The Diocese of Derby is a significant and complex organisation facing challenge and opportunity. The Diocesan Safeguarding Adviser (DSA) is instrumental in shaping the culture and operations of safeguarding delivery within this environment.

Safeguarding is at the heart of our vision of the Kingdom of God: Good News for all. A safer church is good news for our communities and those in our congregations. Our diocese is committed to continually improving practice in Safeguarding and so I am looking for a partner in the delivery of this. Our DSA will bring experience of working in a safeguarding environment and will demonstrate the skills to raise the safeguarding profile and continue development of a healthy safeguarding culture.

We are committed to the safeguarding of children, young people and adults, and developed policies, procedures and training at all levels of the Diocese, and I commend them to you. It is my prayer that the policies and practice we adhere to will help to contribute to making the Church a safe trusted and welcoming place for all.

This information pack provides an outline of the role, the skills and experience that we are looking for, together with some further background to the post and the Diocese.

To apply for the role, please complete the application form at [www.derby.anglican.org/vacancies](http://www.derby.anglican.org/vacancies). The closing date for applications is Tuesday, 27 June 2023 and interviews will take place in week commencing 3 July 2023.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you. We particularly welcome applicants from UKME/GMH heritage.

Be assured of my prayers as you consider this opportunity.

**The Right Reverend Libby Lane**  
Bishop of Derby

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# The Diocese of Derby

The Church of England operates through 42 dioceses, each under the care of a Diocesan Bishop.

The Diocese of Derby covers the County of Derbyshire except for a small area in the north, and a small area of Staffordshire in addition. The Church of England offers its ministry to the whole community, in the Diocese of Derby covering a population of around one million.

Within the Diocese there are more than 250 parishes and other ministry contexts, 330 church buildings served by approximately 140 paid clergy, 42 unpaid clergy supported by 187 active retired clergy, 130 licensed lay ministers, and hundreds of volunteers. Between 15 - 20,000 people attend our church services in a year and many thousands more of all ages access our community services.

The Diocesan Board of Finance employs around 50 people to resource the Diocese of Derby. There are 111 church schools within the Diocese governed by the Diocesan Board of Education which has its own Safeguarding provision.



## The Diocesan Vision

### THE KINGDOM OF GOD - GOOD NEWS FOR ALL

#### Transformed lives

A Diocese committed to equipping a church of missionary disciples, centred on Christ Jesus and shaped by Him, transforming the lives of others, living out their baptismal calling in the “Five Marks of Mission”.

#### Growing church

A Diocese committed to a mixed ecology of church that is more diverse, enabling people of every age and in every context to hear the good news of Jesus, where we grow and expand worshipping and witnessing communities (including parishes, schools, chaplaincy, plants and fresh expressions).

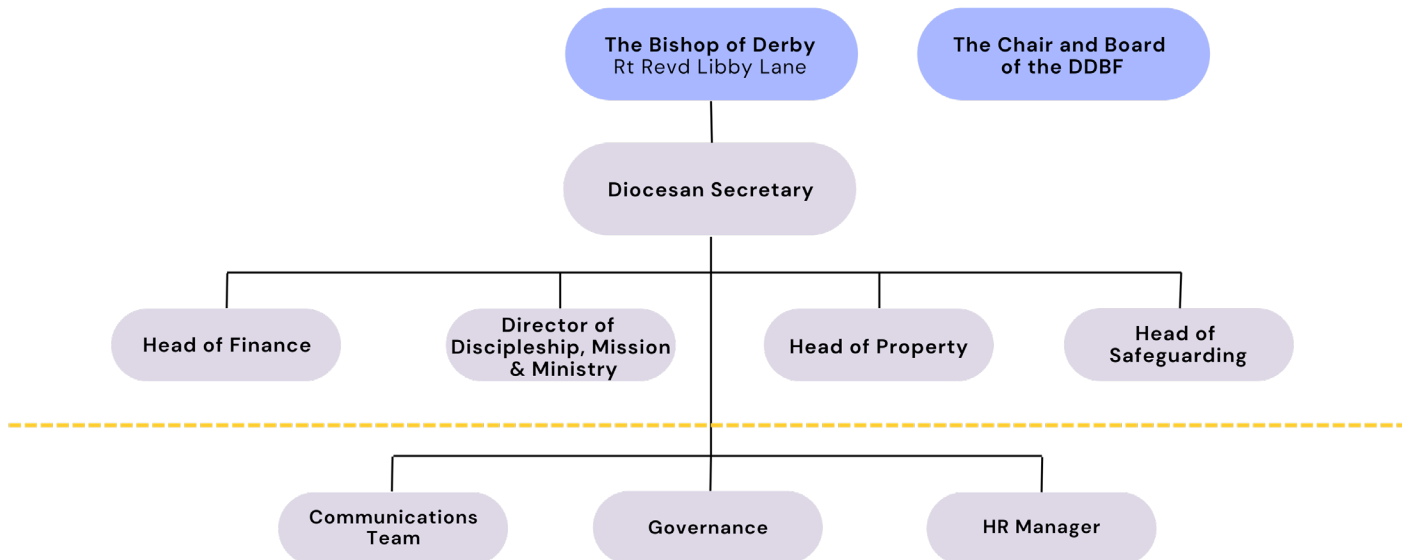
#### Building community

A Diocese committed to being outward facing, rooted in and connected to its communities, working the good news of the Kingdom in word and action; making it tangible socially, economically, environmentally and in justice.

## DBF Teams

The DSA sits within the Operational Senior Leadership Team alongside colleagues from Finance, Property, Discipleship Mission and Ministry, and Human Resources, led by the Diocesan Secretary.

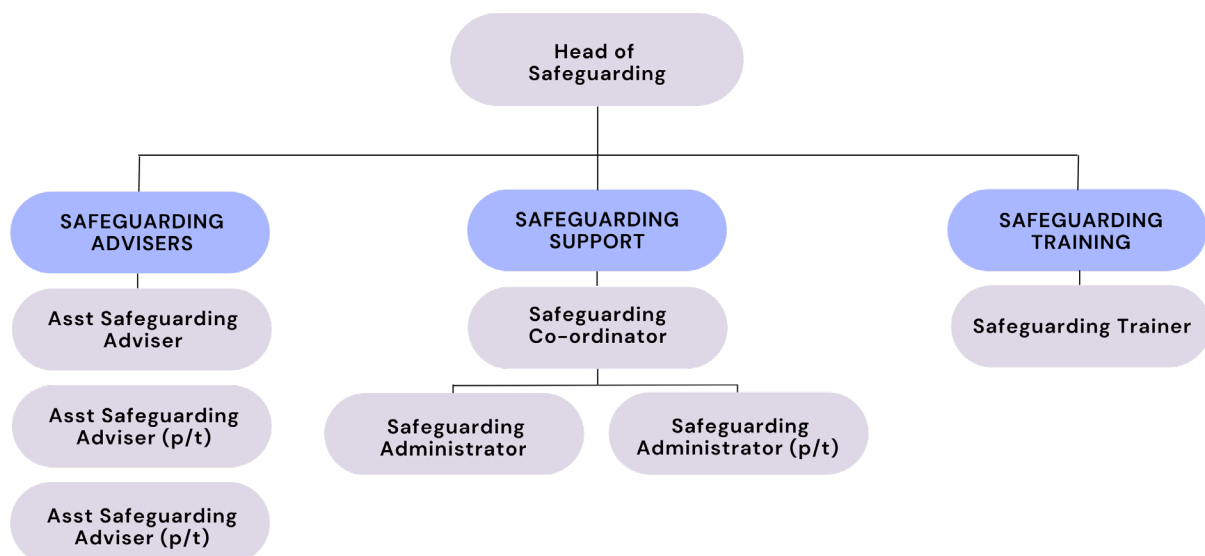
### Derby Diocesan Board of Finance



## Diocesan Safeguarding Team

The Safeguarding Team comprises of 8 posts (7 FTE) covering casework, training and safeguarding governance.

### Safeguarding



## Job Summary

- To complete a strategic review of the team, and to lead and manage the effective development of its safeguarding arrangements, good practice, policy and training.
- To ensure that allegations of abuse are responded to well and referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse.
- To make sure that those that pose a risk are appropriately supported and managed.
- To ensure effective delivery of Safeguarding training.
- To advise the bishop and diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops.
- To ensure completion of recommendations from PCR2 (Past Cases Review 2)
- To work collaboratively with the National Safeguarding Team.

## Accountability

The DSA is accountable to the Diocesan Bishop, and line managed by the Diocesan Secretary for the effective development and delivery of safeguarding in the Diocese.

In line with national safeguarding changes, the diocesan safeguarding adviser role will evolve into a diocesan safeguarding officer role in 12-18 months' time. This will involve a move from advising the bishop on safeguarding matters to a more independent decision making role in relation to safeguarding, but still requiring a close working with the bishop and the senior leadership team.

## Main duties and responsibilities

- To lead the department with strategic overview and line management.
- Undertake, or coordinate provision of, safeguarding casework on behalf of the Diocese and ensure all work is recorded in line with the House of Bishops safeguarding policy and guidance.
- Offer the Diocese's professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishops safeguarding policy and guidance. To promote good practice.
- Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- Give advice and guidance to the Bishop, the Cathedral and other church officers on safeguarding matters. To report to the Bishop's Leadership Team and other diocesan bodies on the progress of safeguarding arrangements.
- Give advice, information and support to victims/survivors of abuse and ensure the diocese responds well to those who have suffered abuse and appropriate support is offered.
- To undertake and commission risk assessments.
- Provide, or co-ordinate the provision of, training on safeguarding matters.
- Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops.
- Give advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance.

## **Main duties and responsibilities (continued)**

- Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve the points at issue within the diocese, informing the National Safeguarding Team.
- Ensure that records are kept that are accessible, accurate, securely held and able to be analysed.
- To collaborate with, support and advise the Archdeacons in relation to operational and strategic safeguarding matters.
- Contribute to the work of the Diocesan Safeguarding Advisory Panel.
- Work collaboratively with the National Safeguarding Team and attend national events and activities.
- Engage in professional supervision and continual professional development.
- Responsible for the management of safeguarding budget.
- To implement recommendations from reviews, both national and local, including completing the implementation of the diocesan PCR2 recommendations
- To project lead the delivery of the new National Case Management Recording System in partnership with the National Safeguarding Team.

The main duties and responsibilities of your post are outlined in this 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 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.

## **Management Responsibility (for others)**

Responsible for managing the Diocesan Safeguarding Team (DST) including the Assistant Diocesan Safeguarding Advisors, Safeguarding Coordinator, Safeguarding Training Manager (contracted) and Safeguarding Administration Assistants.



# Person specification

## Essential

### Education & Qualifications:

- Degree level or relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.
- The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.

### Knowledge / Experience

- Extensive experience of safeguarding of children and adults;
- Experience of undertaking work at a strategic level of contributing to policy and practice development and implementation;
- Experience of working on and managing cases involving the statutory response to the protection of children/adults;
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults;
- Experience of undertaking statutory case and /or management reviews;
- Experience of undertaking statutory risk assessments;
- Management experience in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults;
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice;
- In-depth knowledge of the statutory framework in relation to safeguarding children and adults;
- Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues;
- Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.
- Experience of communications and external stakeholder management on safeguarding issues with policymakers, media and other external stakeholders at local and/or national level in a context of public scrutiny; and
- Experience of designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

### Skills / Aptitudes

- Understanding of the broader safeguarding field including its social and political context
- Strong verbal communications skills and ability to produce clear written records and reports;
- Ability to work sensitively with survivors, those who are subject to allegations and/or those that may pose a risk;
- Ability to manage and analyse complex and sensitive information and assess risk;
- Ability to work collaboratively with a range of stakeholders to influence improvements to practice;
- Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues; and
- Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.

# Person specification

## Personal Attributes

- Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders;
- A proven ability to develop and sustain relationships at all levels both inside and outside the Church;
- A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues; and
- In sympathy with the aims of the Church of England.

## Circumstances

The post-holder will be based at Church House, Full Street, Derby. Some flexible working is required e.g. travel around the dioceses and work at weekends. In addition, there is some scope for flexible working at home subject to negotiation. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

## Knowledge / Experience: (Desirable)

Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults.

## KEY RELATIONSHIPS: (Internal and External)

It is essential that the Safeguarding Advisor forms excellent working relationships with:

- The Diocesan Bishop
- The Diocesan Secretary
- Archdeacons
- The Bishop's delegated safeguarding lead
- All senior staff
- The Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP) \*
- The Dean and senior Cathedral staff
- Those in licenced and authorised ministry, deanery / parish safeguarding officers,
- Relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the police.

*\*DSAP is a multi-agency strategic scrutiny panel with an independent chair'*



# Terms and Conditions

DEPARTMENT:	Safeguarding
LOCATION:	Church House, Full Street, Derby, DE1 3DR
ACCOUNTABLE TO:	The Bishop of Derby
Employer:	Derby Diocesan Board of Finance Limited, Church House, Full Street, Derby, DE1 3DR
Line Manager:	Diocesan Secretary
Place of Work:	Church House, Full Street, Derby DE1 3DR
Salary:	£ 48,195 per annum
Working hours:	35 hours per week (remote working possible, as agreed with Line Manager)
Holidays:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5% of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination:	The appointment is subject to a six probationary period and may be terminated by either party by three months' notice following the probationary period.

## Key Dates

Applications closing date: Tuesday, 27 June 2023

Interviews: Tuesday, 4 July 2023

Applications to be sent to: [Mandy.Francis@derby.anglican.org](mailto:Mandy.Francis@derby.anglican.org)