

Head of Safeguarding

Application Pack



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

The Diocese of Derby

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

The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

It is a Diocese of great contrasts, with the beauties of the Peak District and the Derbyshire Dales and prominent rural life, the City of Derby, and East and South Derbyshire with both hi-tech design alongside established industry, and some very deprived areas within its urban and rural communities.

Within the Diocese there are 235 parishes and 137 benefices as well as a number of other ministry contexts, around 300 church buildings served by approximately 120 stipended clergy, around 35 self-supporting ministers supported by over 190 clergy with a Permission to Officiate (PtO), over 130 Readers (licensed and with PtO) and hundreds of volunteers.

The Diocesan Board of Finance (DBF) employs around 50 people to resource the Diocese of Derby. There are also 111 church schools within the Diocese governed by the Diocesan Board of Education (DBE).



Diversity Statement

As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

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 reasonable adjustments can be made.

The Diocesan Vision

The Diocesan Vision is:

THE KINGDOM OF GOD - GOOD NEWS FOR ALL

We believe that this vision can be achieved through our missional objectives of:

- Deepening our relationship with God
- Serving our local contexts
- Challenging injustice, and
- Making new disciples

In delivering these objectives we are committed to prioritising:

- Contexts of social and economic deprivation
- Becoming younger
- Becoming more diverse, and
- Being greener.

The Bishop's Leadership Team have discerned the specific initiatives that we will resource and promote to deliver our desired outcomes, details of which will be shared with shortlisted candidates. Consultation with key stakeholders across the diocese will take place shortly to further shape our strategic planning and implementation.

A significant programme of change will shortly commence to reshape culture, support transition, and enable effective delivery of diocesan strategic planning.



Legal Context

Under prevailing Canon law of the Church of England, the bishop of each diocese is required to appoint a Diocesan Safeguarding Advisor (DSA) to advise the bishop on matters relating to the safeguarding of children and vulnerable adults.

At its meeting in July 2023, the General Synod of the Church of England passed a motion to replace this requirement with one for the bishop to appoint a Diocesan Safeguarding Officer (DSO). The change of title reflects the differences between the roles – the DSA’s role is to advise the bishop on safeguarding matters, whereas the DSO will have responsibility in the diocese, independent of the Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults.

This amendment to Canon law requires Royal Assent and Licence before it comes into force, likely during 2024. Dioceses will be certified for transition of their DSAs to the role of DSO based on certain criteria. In Derby that transition is expected to happen in early 2025.

The Head of Safeguarding in the Diocese of Derby will initially be the designated DSA, however, it is expected that they would become the designated DSO as soon as the diocese has been certified for this transition.

Job Summary

The Head of Safeguarding will initially act as DSA, advising the bishop on matters relating to the safeguarding of children and vulnerable adults.

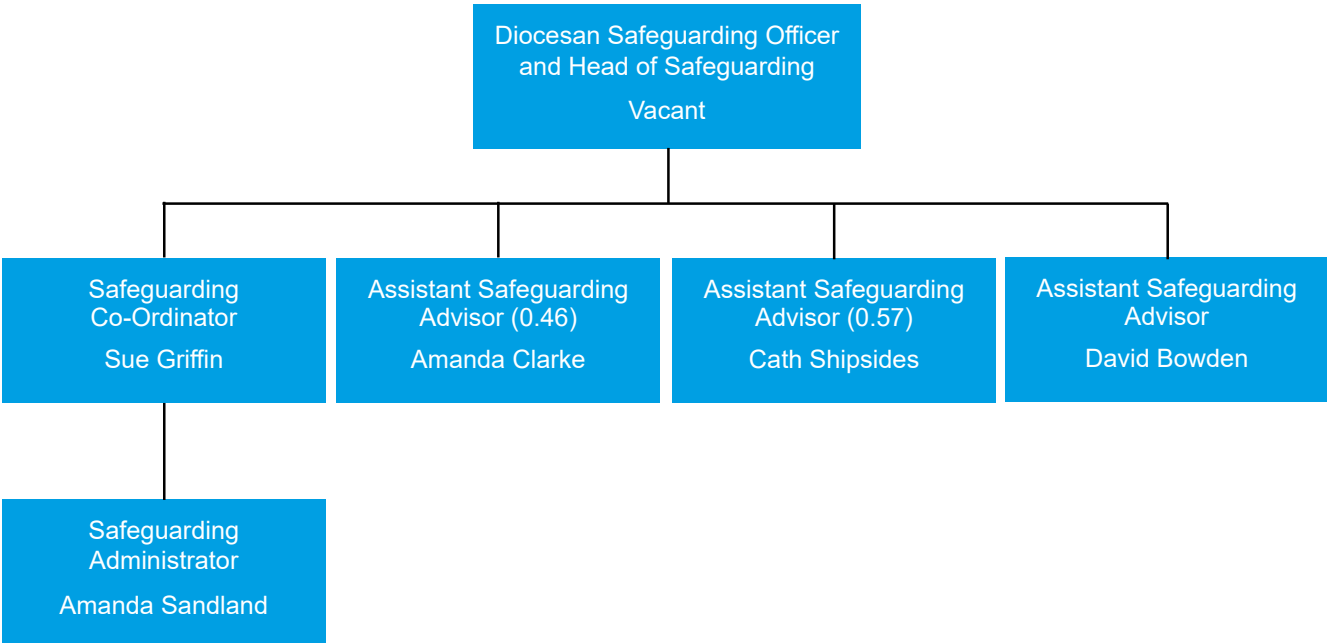
Upon certification of the diocese for transition of the DSA to a DSO, the Head of Safeguarding will assume responsibility in the diocese, independent of the Bishop, for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults.

The Head of Safeguarding will hold responsibility for planning and preparing the diocese well for our independent safeguarding audit, scheduled for June 2027, and leading the diocese effectively through that process.

The Head of Safeguarding leads the diocesan safeguarding team. They also sit within the operational Senior Leadership Team alongside colleagues from Finance and Operations, Property, Mission, Evangelism and Parish Revitalisation, People and Ministry Development, and Communications, led by the Diocesan Secretary.

Customer service, emotional intelligence, professional excellence, partnership working, and adaptability are key to the delivery of this role.

A departmental structure chart is set out below. The Safeguarding Team currently comprises of 6 employed posts (5 FTE) whilst training is provided by an external consultant.



Key Responsibilities

The Head of Safeguarding has operational lead authority within the Diocese for the following responsibilities, arranged according to the Church of England's [National Safeguarding Standards](#):

National Standard 1: Culture, leadership and capacity.

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

The Head of Safeguarding will lead the Diocese's and Cathedral's work on this standard by:

- Working with the Diocesan Bishop, Archdeacons and other senior clergy, the Diocesan Secretary, and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese.
- Working with the Dean of Derby, the Cathedral Chapter and other key Cathedral staff to uphold the Partnership Agreement in place between the Cathedral and the Diocese.
- Cooperating with and supporting the work of the Diocesan Safeguarding Advisory Panel (DSAP) as required.
- Managing the Diocesan response to quality assurance and audit processes.
- Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework, including, where required, commissioning or requesting safeguarding practice reviews.
- Leading the Safeguarding Team through effective management, mentoring and coaching, and supporting the team's wellbeing and development, both as a team and as individuals.

National Standard 2: Prevention.

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

The Head of Safeguarding will lead the Diocese's work on this standard by:

- Co-ordinating the implementation of [House of Bishop's safeguarding policy and practice](#) guidance across the whole diocese.
- Giving advice, support, direction and challenge, as required, to the Diocesan Bishop, other church officers and church bodies within the diocese.
- Providing, or co-ordinating the provision of, safeguarding training across the Diocese, according to the [Church of England's Safeguarding Learning and Development Framework](#).

National Standard 3: Recognising, Assessing and Managing risk.

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

The Head of Safeguarding will lead the Diocese's progress on this standard by:

- Leading and coordinating all aspects of safeguarding casework within the Diocese, ensuring that all work is completed in line with House of Bishop's safeguarding policy and

guidance and all other relevant statutory guidance and legal responsibilities.

National Standard 4: Victims and Survivors.

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

The Head of Safeguarding will lead the Diocese's progress on this standard by:

- Coordinating the Diocese's response to those reporting abuse.
- Leading the ongoing implementation of the House of Bishop's Policy, [Responding Well to Victims and Survivors of Abuse](#).

National Standard 5: Learning, Supervision and Support.

All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

The Head of Safeguarding will lead the Diocese's progress on this standard by:

- Working collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attending national safeguarding events and activities as required.
- Engaging in professional supervision and quality assurance provided by the relevant

Other Key Responsibilities

- Planning and preparing the Diocese and Cathedral well for our independent safeguarding audit, scheduled for June 2027, and leading the diocese effectively through that process. The diocese will be independently audited against the national standards by INEQE.
- Managing the safeguarding budget including authorising expenditure, forecasting and planning, and monitoring spend.
- Participating in organisational planning and developing a safeguarding strategy and annual operational plan.
- Leading the delivery of the new National Case Management Recording System in partnership with the National Safeguarding Team.
- Representing the Diocese at national and regional networks in relation to child protection and adult protection.
- Actively promoting the Diocese's Equality, Diversity and Inclusion policies in all aspects of the role.

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.

The Diocese of Derby 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.

Key Relationships

- Diocesan Safeguarding Team members.
- The Diocesan Bishop and the Bishop's delegated safeguarding lead.
- The senior staff of the Diocese and Diocesan Board of Finance, particularly the Archdeacons, Diocesan Secretary, and the Director of People and Ministry Development.
- The Dean and senior cathedral staff.
- The Independent Chair of the DSAP
- Those in licenced and authorised ministry in parishes and other contexts.
- Deanery / parish safeguarding officers.
- Relevant officers in the various statutory safeguarding authorities.
- The National Safeguarding Team.

Person specification

Skills/Aptitudes

The successful candidate will be able to demonstrate the ability to:

1. Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
2. Transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context.
3. Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
4. Manage, support, and coach others in the implementation of good safeguarding practice.
5. Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
6. Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
7. Quality assure safeguarding practice.
8. Develop effective new ways of working for an organisation.
9. Able to understand and navigate the complexity of working in a large organisation.

Knowledge/Experience

The successful candidate will be able to demonstrate the following:

10. Case worker lead responsibility in cases involving the protection and safeguarding of children and / or adults, with at least some of that experienced gained in the statutory safeguarding agencies.
11. Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.
12. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.

13. Experience of working with victims, survivors and perpetrators of abuse.
14. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
15. A general understanding of the aims, nature and structure of the Church of England.

Personal Attributes

The successful candidate will have the following attributes:

16. The ability to inspire the trust, confidence and commitment.
17. A strong value base and commitment to doing the right thing.
18. A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
19. The ability to be self-reflexive, welcoming feedback from others.
20. A high level of personal resilience – working effectively in a pressured environment and under scrutiny.
21. A strong commitment to equality and diversity.
22. A broad sympathy with the aims and objectives of the Church of England.

Education & Qualifications

The successful candidate will have:

23. A relevant professional qualification or the equivalent (for example, in social care or criminal justice), with current professional registration where applicable, or substantial relevant experience.



Terms and Conditions

Employer:	Derby Diocesan Board of Finance Limited,
Line Manager:	Diocesan Secretary
Place of Work:	Church House, Full Street, Derby DE1 3DR (some remote working possible, as agreed with Line Manager)
Salary:	£50,000-£55,000 per annum depending on experience
Working hours:	35 hours per week
Duration:	Permanent
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-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Key Dates

Applications closing date: Sunday, 30 June 2024

Interviews: Friday, 19 July 2024

Applications to be sent to: Mandy.Francis@derby.anglican.org