



RIPON CATHEDRAL

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JOB DESCRIPTION: Cathedral Safeguarding Officer

Job Title:	Cathedral Safeguarding Officer	Location:	Ripon
Contract Type:	Permanent		
Reporting to:	Canon Pastor	Salary:	£37,000 pro rata (£14,800)
Hours of work:	14 hours a week (flexible)	Holidays:	28 days plus bank holidays pro rata

VISION AND STRATEGY

Our vision is called 'Growing God's Kingdom.' Inspired by Christ's desire for everyone to enjoy life in its fulness, we seek to continue his work of changing the world into his kingdom. A mother church of the Diocese of Leeds, we are here for people of all faiths and none. Our strategic plan has five broad strands:

- Growing the worshipping community
- Being a mother church for the Diocese of Leeds
- Promoting, developing and conserving our spiritual and built heritage
- Responding to human need in loving service
- Carbon net zero – striving to safeguard the integrity of creation

We support and share the Diocese of Leeds values of Loving, Living and Learning. We aim to:

- Love God, the world and one another
- Live in the world as it is, but drawn by a vision of something better, we want to help individuals and communities flourish
- Learn when we get things wrong, by listening and growing together.

PURPOSE AND CONTEXT

This key new role is being established as part of the Cathedral's ongoing work on safeguarding. The role will support the Canon Pastor in their role as Chapter Safeguarding Lead (CSL) to champion and maintain awareness and understanding throughout the Cathedral community of the safeguarding needs of children and adults, and to promote actively a strong safeguarding culture. This includes organisational culture, leadership and capacity, prevention, training, responding to and managing risk and case handling.

The person appointed will be employed by the Cathedral Chapter, and will be line managed by the Canon Pastor.

The cathedral's safeguarding governance framework includes:

- Chapter (which has ultimate responsibility for safeguarding)
- a Safeguarding Committee which has oversight of the policy, procedures and practices and has an independent chair with expertise in safeguarding
- the Dean who provides leadership on safeguarding
- the Cathedral Safeguarding Lead/Safeguarding Representative who is the Canon Pastor and the line manager for this post
- a Safeguarding Co-ordinator (the Chief Operating Officer who oversees development and implementation of policy and procedures)
- the Cathedral Safeguarding Officer (this post) who provides the expertise and resource to ensure that the cathedral's safeguarding arrangements are implemented in accordance with good practice and that staff and volunteers are suitably trained.
- There is also a Service Level Agreement with the Diocese of Leeds and the cathedral works closely with the Diocesan Safeguarding Team

The cathedral has adopted the House of Bishops' Safeguarding Policy – *Promoting a Safer Church*.

The Cathedral Safeguarding Officer is the first point of call for professional advice when a safeguarding concern is raised, ensuring that all advice is in line with legislation and policy, and guidance from the Church of England. The role therefore requires a detailed understanding of safeguarding policy and good practice, and the ability to work collaboratively with the Diocesan Safeguarding Team and the Church of England's National Safeguarding Team.

MAIN DUTIES AND RESPONSIBILITIES

- To support the development, implementation and maintenance of appropriate safeguarding policies and procedures in line with the Church of England's safeguarding policy and practice guidance.
- To provide professional advice and guidance to the Dean and Chapter, the Cathedral Safeguarding Lead, managers and staff.
- To monitor and support the delivery of the Cathedral's Safeguarding Action Plan and audit process
- Supporting the triage of incoming safeguarding concerns by reporting, recording, reviewing and managing the Diocese case management system (MyConcern)
- Process safeguarding cases to their full conclusion within the time frame stipulated, escalating concerns to the Diocesan Safeguarding Team and multi agencies when necessary.
- To assist the Cathedral Safeguarding Lead with production of regular safeguarding reports, including the Annual Safeguarding Report.
- To assist in the production, implementation and monitoring of safeguarding risk assessments and comprehensive safety plans for individuals who pose a risk in the church context.
- To attend and report to the Cathedral Safeguarding Committee, working with the independent Chair of the committee to take the work forward.
- To work with staff and volunteers to ensure relevant teams have adopted and implemented the Cathedral's safeguarding policy and procedures.

- To provide appropriate care and support, professional advice and guidance to victims and survivors of abuse, ensure that the Cathedral responds in a timely and effective manner and in accordance with best practice.
- To work collaboratively with the police, local authority and the Diocesan Safeguarding Team and the Church of England's National Safeguarding Team.
- To ensure that all staff and volunteers have access to appropriate safeguarding learning for their role and to monitor staff and volunteer records. Where necessary to support and provide in-house training.
- To work according to all other Cathedral policies and procedures in place.
- Any other reasonable duties as may be required by Chapter.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Cathedral's policies and practices.

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

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post-holder must co-operate with the Cathedral on health and safety and not interfere with or misuse anything provided for his/her health, safety and welfare.

Confidentiality

The post-holder must comply with Ripon Cathedral's policies and procedures regarding the sharing of confidential and personal data.

Safeguarding

Ripon Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Chapter lead for safeguarding. Safeguarding is everyone's responsibility.

Equality, Diversity & Inclusivity

Ripon Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed (A= Application form; I = Interview process)

Ref:	Criteria	Essential / Desirable	A/I
	EDUCATION & TRAINING		
1	Relevant professional qualification or equivalent within a relevant discipline (for example, social care, probation service or police) or ability to demonstrate equivalent safeguarding experience.	Essential	A&I
	KNOWLEDGE & EXPERIENCE		
	Good working knowledge of current safeguarding legislation and guidance and the structure and operation of statutory and voluntary organisations in safeguarding.	Essential	A&I
	Experience of managing safeguarding casework with the ability to create and deliver risk management and safety plans	Essential	A&I
	Understanding of data protection and data management requirements surrounding sensitive data	Essential	A&I
	Experience of risk management of those who have offended against children or vulnerable adults and who may pose a risk to children or vulnerable adults.	Essential	A&I
	Experience of safeguarding in a church context	Desirable	A&I
	Experience of working with victims, survivors and perpetrators of abuse	Desirable	A&I
	SKILLS /COMPETENCIES		
	Able to demonstrate empathy for the work of Ripon Cathedral, understanding of and enthusiasm for its overall mission and alignment with its values.	Essential	A&I
	Ability to maintain the highest standards of confidentiality and work sensitively with those who may be affected by safeguarding issues.	Essential	A&I
	Ability to work proactively and collaboratively with colleagues	Essential	A&I

	of different disciplines and partner agencies (including the Diocese and National church safeguarding teams)		
	Excellent interpersonal and communication skills and the ability to work collaboratively in an approachable and constructive manner.	Essential	A&I
	Excellent organisational and time management skills, as well as meticulous attention to detail.	Essential	A&I
	Strong computer skills and ability to use the full Microsoft office suite. Experience of using safeguarding databases (especially MyConcern) would be desirable.	Essential	A&I
	Full current driving licence and access to a car	Essential	I
	Ability to work flexibly to deal with safeguarding issues in a timely way (this could involve evenings & weekends)	Essential	I