



DIOCESE OF
COVENTRY



Assistant Diocesan Safeguarding Adviser Candidate Application Pack

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Welcome from our Diocesan Secretary and CEO

Dear Applicant,

I am delighted you are considering a role within the Diocese of Coventry. With more than 200 parishes we have a rich and wonderful diversity of communities in rural and urban settings across our churches, schools, chaplaincies and the Cathedral.

The Coventry Diocesan Board of Finance (DBF) exists to serve and support all our parishes in delivering to our vision and mission purpose. We have a dedicated and friendly staff team who, use their gifts and talents to help with safeguarding, finances, housing, ministry, learning and development, church buildings and communications. Our core values, Christ-like, integrity, community and service, are at the heart of everything that we do, and we strive to live by these in our daily working lives.



Thank you for your interest in this role; you will find everything you need to help you with your application in this recruitment pack.

Jacqueline Ladds

Diversity, Equity and Inclusion Statement

We welcome Diversity at the Diocesan Board of Finance

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

All employees undertake equality, diversity and inclusion training during their employment.

The Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull. With our network of over 200 parishes, we have a Christian presence in every local community. We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities.

The Coventry Diocesan Board of Finance Ltd (the "DBF") was formed in 1936 to manage the financial affairs and hold the assets of the Diocese.

- It is a charitable company limited by membership guarantees and is also a registered charity.
- The members of the Bishop's Council are the directors of the company and the trustees of the charity.
- Every member of Diocesan Synod is a member of the DBF for company law purposes.
- The main expense of the DBF is the cost of ongoing ministry.

- The DBF's main income is from Deanery Share. This is the money the Deaneries agree to give to the DBF each year.
- The Coventry Diocesan Board of Finance Ltd (DBF) office is at 7 Priory Row in Coventry, close to the Cathedral Church of Saint Michael.

The Diocesan Board of Finance Office

There are approximately 50 employees of the Coventry Diocesan Board of Finance who are based at the Diocesan Office, some of which are involved with the Parishes directly and some who support Parishes from the office.

Our Diocesan Secretary and CEO is Jacqueline Ladds.

The areas of work that our employees support the Office and Parishes with are:

- Care of Church Buildings
- Communications
- Finance
- Governance and Grants
- Human Resources
- Information Technology
- Mission and Discipleship
- Operations
- Property
- Safeguarding



Our Values

At the Diocesan Office, we expect our employees to be supportive of and live out our values at work :

Community: To have a sense of togetherness and common purpose, with room for differences

Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience

Integrity: To be genuine, authentic and honest, and value each other

Service: To recognise people's needs, give without expectation and use our gifts for each other

Background to Role

As set out in the Canons and Regulations of the Church of England, the Diocesan Safeguarding Officer (DSO) has 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 Assistant Diocesan Safeguarding Adviser will support this vital work as part of the diocesan safeguarding team.

The ADSA will have a particular role in helping the DSO and other ADSAs to ensure that there is a high quality, timely response where safeguarding concerns or queries arise concerning the welfare of vulnerable individuals (children, young people and adults at risk) as well as concerns about those whose behaviour may pose a risk. The ADSA will work closely with the diocesan safeguarding team to provide effective support to parishes and, where required support the delivery of the safeguarding training.

Role Summary

The ADSO will support the DSO to fulfil their role, providing best practice operationally in line with the National Church of England Safeguarding Standards (as set out below) to ensure good outcomes for children, young people and vulnerable adults. More information on the national standards can be found here:

<https://www.churchofengland.org/safeguarding/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.

National Standard 2: Prevention.

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

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.

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

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.

Key Responsibilities

Casework and Risk Assessment

1. Manage a caseload as directed by the DSO, responding to, assessing, and managing safeguarding concerns or allegations against church officers in line with Church of England practice guidance.
2. 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 vulnerable adults) in a church context as well as concerns about adults whose behaviour may pose a risk.
3. Ensure that the needs of victims or survivors of abuse are given a strong focus and identify appropriate support and advice, listening carefully to their accounts.
4. Undertake comprehensive risk assessments where there are, or have been, concerns about their behaviour towards children or vulnerable adults, where they have convictions for offences which present a safeguarding risk. Ensuring the standard of the assessment meet the requirements as set out in the House of Bishops safeguarding policy and guidance.
5. Undertake initial fact finding relating to any concerns that have been raised about inappropriate behaviour towards a child or vulnerable adult. This includes non-recent allegations of abuse.
6. Reporting into safeguarding case management groups, providing professional advice to ensure sound decisions are made with key personnel in relation to managing safeguarding allegations or concerns against church officers.
7. Liaising with statutory agencies including the Local Authority Designated Officer, the Police, Children and Adult Services and the Probation Service on relevant cases.
8. Support parishes during an enquiry, where appropriate, including arranging support for congregations and individuals affected by allegations of abuse.
9. Lead on the development and implementation of safety plans including regular reviews to enable individuals, about whom there is a child or adult safeguarding concern, to worship whilst protecting children or adults from any potential risk.
10. Keep and maintain accurate records and files in relation to casework, through our case management system, ensuring that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.

Safeguarding Support and Training

11. Provide advice and guidance to parishes in the implementation of House of Bishops safeguarding policy and guidance.
12. Supporting the Training Officer with the delivery of safeguarding training to clergy and church officers in line with the national safeguarding learning and development framework.

13. Building strong, professional relationships with key stakeholders as outlined below

14. Promote good safeguarding practice and contribute to the effective communication with parishes of new safeguarding resources and changes to local and national policy and practice guidance. ·

Other

15. 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.

Key Contacts

The post holder is an employee of the Diocesan Board of Finance (DBF) and reports to the Director of Safeguarding (DSO). They will work closely with other members of the Diocesan safeguarding team. Other key relationships include Diocesan and Cathedral staff including the Diocesan Bishop, Senior Clergy, Clergy, Parish Safeguarding Officers and statutory agencies.

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
Qualifications A relevant professional qualification or equivalent (for example; social work, health, teaching, law, police)	√		AF
Experience of: Significant experience of working in a safeguarding environment with responsibility for casework and risk assessments. Developing and implementing risk mitigation strategies or similar interventions	√		AF, I
Assessing and managing risk of those who have committed offences against children or adults.	√		AF, I
Providing safeguarding advice and guidance to a range of professional and non-professional partners and stakeholders	√		AF, I

Providing sensitive support and engagement with survivors/victims of abuse or individuals experiencing trauma and crisis.	√		AF, I
Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines.	√		AF, I
Keeping and maintaining safeguarding records and safeguarding administration	√		AF
Ability to: Identify and assess key issues in the field of safeguarding children and adults. Analyse complex situations and advise appropriately.	√		AF, I
Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors.	√		AF
Deal sensitively and appropriately with confidential information.	√		AF, I
Sympathetically and sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues.	√		AF
Challenge constructively to help steer culture and organisational change	√		AF, I,
Deliver safeguarding training to a high standard to clergy and lay people.		√	AF
Keep up to date with legislative developments in the field.	√		AF
Knowledge and Skills Excellent written and oral communication skills.	√		AF, I
Excellent use of general IT systems and applications including spread sheets, word processing, power point and database.	√		AF
Excellent attention to detail and highly accurate with excellent spelling, grammar and proof-reading skills.	√		AF
In depth knowledge of the regulatory framework relating to safeguarding and the protection of children, young people and vulnerable adults	√		AF, I,
Understand the safeguarding structures within the Church of England or similar organisations or contexts.		√	AF

<p>Personal qualities</p> <p>Professional, friendly and approachable particularly when under pressure.</p> <p>A strong commitment to safeguarding as an essential part of the church's work in pastoral care and welcome.</p> <p>Willingness to work on own initiative and be accountable.</p> <p>Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement.</p> <p>Able to work flexible hours, including evening and weekend work as negotiated with the Diocesan Safeguarding Adviser.</p> <p>Willingness to travel within the Diocese.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>AF, I</p> <p>AF, I</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF, I</p>
<p>Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement</p>	<p>√</p>		<p>AF</p>
<p>Be Supportive of and live out our values at work:</p> <p>Community: To have a sense of togetherness and common purpose, with room for differences</p> <p>Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience</p> <p>Integrity: To be genuine, authentic and honest, and value each other</p> <p>Service: To recognise people's needs, give without expectation and use our gifts for each other</p>	<p>√</p>		<p>AF</p>

An enhanced DBS with adult and child barring will be required

Salary and Benefits

Employer: Coventry Diocesan Board of Finance

Line Manager: Director of Safeguarding (Diocesan Safeguarding Officer)

Place of Work: Coventry Diocesan Offices

Salary: £46,346.41

Working hours and pattern: 35 hours per week, occasional evening and weekend working required with travel across Coventry and Warwickshire, and occasionally nationally, as required. This role can be performed as part of a hybrid working arrangement if requested.

Duration: Full time/ permanent

Pension: Non-contributory Pension Scheme with 8.5% Employer contributions

Life Assurance: 2 x Salary

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- An annual leave purchasing scheme
- An additional day of annual leave to celebrate your birthday
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Eye Care Vouchers
- Pastoral Retreat Grants
- Training & Development
- Free Bible study resources
- Time off each year to volunteer at your chosen Charity
- Long Services Award
- Weekly Tea/Coffee Staff get togethers and other staff events

Key dates

Applications close: Noon, Monday 12 May

Interview date: Tuesday 20 May

Interview location: Coventry Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX

For an informal discussion about this role, please contact: Sarah.Price@coventry.anglican.org

Please send applications and equal opportunities forms to: Debbie.Niblett@Coventry.Anglican.org

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.
 - “Describe your present employment in terms of responsibilities and relationships”
 - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).
- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
 - Don’t assume that we have knowledge of the situation/context that you are writing about.
 - Avoid using acronyms as we may not know what they mean.
 - Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, in order to do the role, so please give as much detail as you can. It is the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake. For each essential criteria, write as much about your experiences as possible.
 - Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
- When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
 - S – Situation – what was the situation you were facing?
 - T – Task – What was it that you needed to do?
 - A – Action – How did you complete the task and why? (highlight only your contribution, not others)

- R – Result – What was the outcome of your actions, what went well, and what did you learn?

Information for Clergy moving from Parochial Posts

- If you are considering moving from a Parochial post to a post within the DBF, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:
- There is no house provided for DBF posts, so you will need to find accommodation that suits your needs.
- There is no relocation package, therefore any moving expenses will need to be self funded (removal firms/solicitors fees etc)
- During your employment with the DBF, any expenses for mileage are only payable for work related journeys, not commuting to and from work.
- At the Diocesan office, we have a flexible approach to working location, being able to work from the office and from home (pending satisfactory home-based risk assessments). You will not receive an allowance if you choose to work from home, and apart from a laptop and mobile phone, you will be expected to provide your own desk, chair and ergonomic equipment for your home workstation (You will be provided with a fully equipped workstation within the Diocesan office).
- The allocation of parking at the Diocesan office is a discretionary provision and is limited. It is allocated to staff members in accordance with the car parking policy. Should you require parking you can contact the Operations Administrator to book this for you, but typically, you will be expected to park off-site.
- As part of your role, you may be required to or wish to minister in the Diocese. In the former case, your appointment will need to be approved by the Bishop, in the latter you will be able to discuss a General License or PTO with the Bishop.
- You should seek financial advice on the following:
- If you own a house which you rented out, but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse, and if so, your home will become liable for Capital Gains Tax on the sale.
- You can choose to join the non-contributory DBF Church workers Pension scheme which pays out 8.5% employer contributions plus gives 2 x salary in the event of death in service. Alternatively, you may choose to remain in the Clergy Pension Scheme. If you do so, your take home salary will be reduced to take into account the much higher pension contribution required compared with the Church workers pension Scheme. Due to the way the Clergy Pension Scheme is managed your take home salary may vary if the employer contribution to the scheme varies. This could be both up or down. The revised salary if you choose this option can be provided on request.

Thank you for your interest

Thank you for applying to work for us. If you have any questions, you can contact the HR Advisor or Recruiting Manager whose details are written in this pack.

We wish you every success with your application and thank you for your interest in our Diocese.