



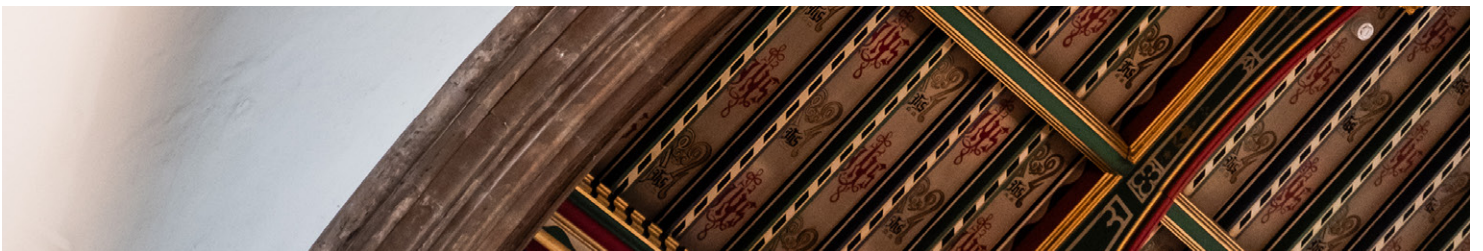
CHELMSFORD CATHEDRAL



CATHEDRAL SAFEGUARDING OFFICER

RECRUITMENT INFORMATION PACK

APRIL 2026



Introduction by the Dean



I am delighted that you have expressed an interest in the role of Safeguarding Officer at Chelmsford Cathedral. Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London.

A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.

It has been described as a "jewel box of contemporary art" – from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet's Tree of Life mural; from the bright ordered geometry of Beryl Dean's patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It's a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds.

It's a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor's annual service), for diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England's smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, diocese and world in need of peace and compassion.

A handwritten signature in black ink, appearing to read 'J Martin', written in a cursive style.

**The Very Revd Dr Jessica Martin,
Dean of Chelmsford Cathedral**

Chelmsford Cathedral

Chelmsford Cathedral is set in an urban context in central Chelmsford. The Cathedral itself sits in a closed churchyard which provides a thoroughfare for pedestrians and restful green space in a square of period properties. It is also, however, sited close to the Magistrates and Crown Courts, Essex Police Headquarters and a building which accommodates asylum-seekers; very much reflecting its urban setting and the importance of its services to the communities using these facilities. The Cathedral building comprises of the Cathedral, associated preparation rooms, robing spaces, the Song School, as well as washroom and kitchen facilities.

The offices and conference centre were built in the 1980s and both sit within a short walk from the churchyard. We do not have a Cathedral close, thus clergy housing sits behind further green space which is owned by the Guy Harling's Estate Trust.

Chelmsford became a city in 2012 and was recently voted as one of best cities in the country for family living. It is an area with a rich history and is economically thriving. The city centre has seen a great deal of recent development, including the pedestrianisation of the high street, further shopping areas, as well as new and rejuvenated leisure facilities.



Job Description

Job Title: Cathedral Safeguarding Officer

Start date: Immediate

Salary: £35,000 FTE

Hours of work: 28 hours per week (for an initial 3-year contract).

Line managed by: Chapter Safeguarding Lead.



Main Duties & Responsibilities

The Cathedral Safeguarding Officer has operational authority within the Cathedral (subject to agreement with the Diocesan Safeguarding Officer with respect to responding to concerns and allegations against Church officers) for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards:

Standard 1: Organisational 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 CSO will lead the Cathedral's work on this standard by:

- Working with the Chapter, Dean, other senior clergy, the Chief Operating Officer, other senior staff, relevant Cathedral committees and structures, the Diocesan Safeguarding Advisory Panel and key diocesan staff to support, develop and improve the safeguarding practice and culture across the Cathedral. The role holder will be a presence in the Cathedral community, familiar at Sunday services and other gatherings and events as appropriate.
- Line managing the volunteer Cathedral Safeguarding Assistants.
- Cooperating with and supporting the work of the relevant Cathedral committees and structures and the Diocesan Safeguarding Advisory Panel as required. Attending, minuting and co-ordinating the actions generated by the Cathedral Safeguarding Committee.
- Managing the Cathedral's response to ongoing safeguarding quality assurance and audit processes. This will include an element of safeguarding administration, working alongside the Cathedral Governance and Committees Manager, including preparing evidence for the upcoming INEQE audit of Chelmsford Cathedral and Diocese in February 2027 in collaboration with the Diocesan Safeguarding Team.

- Escalating safeguarding concerns or issues to the appropriate body, such as the Diocesan Safeguarding Team, and/or the relevant statutory safeguarding agency, including the Charity Commission, and/or the National Safeguarding Team, as the situation requires.
- Ensuring that appropriate learning and reflective practice takes place across the Cathedral and contributing to learning within the Diocese arising from safeguarding casework, including, where required, commissioning or requesting safeguarding practice reviews.

Standard 2: Prevention

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

The CSO will lead the Cathedral's work on this standard by:

- Co-ordinating the implementation of House of Bishops' safeguarding policy and practice guidance in the cathedral.
- Giving advice, support, direction and challenge, as required, to the Dean, Chapter and other church officers across the Cathedral.
- Providing, or co-ordinating the provision of, safeguarding training across the Cathedral, according to the Church of England's Safeguarding Learning and Development Framework.
- Leading the ongoing implementation of the House of Bishop's Responding Well to Victims and Survivors of Abuse guidance.

Main Duties & Responsibilities

Standard 3: Responding to 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 CSO will lead the Cathedral's progress on this standard by:

- Ensuring that all allegations and concerns relating to Church Officers and members of the clergy are reported to, and a plan is agreed with, the Diocesan Safeguarding Officer (DSO) and/or relevant members of the National Safeguarding Team (NST), in accordance with the Cathedral Safeguarding Principles agreed by Chelmsford Cathedral Chapter in March 2026.
- Leading and coordinating all aspects of safeguarding casework within the Cathedral, ensuring that all work is completed in line with House of Bishops' safeguarding policy and guidance and all other relevant statutory guidance and legal responsibilities.

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 CSO will lead the Cathedral's progress on this standard by:

- Working collaboratively with the Diocesan and 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 Regional Safeguarding Lead, and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Safeguarding Officers are met.



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 CSO will lead the Cathedral's progress on this standard by:

- Coordinating the Cathedral's response to those reporting abuse.
- Leading the ongoing implementation of the House of Bishop's Responding Well to Victims and Survivors of Abuse guidance.

Key Relationships



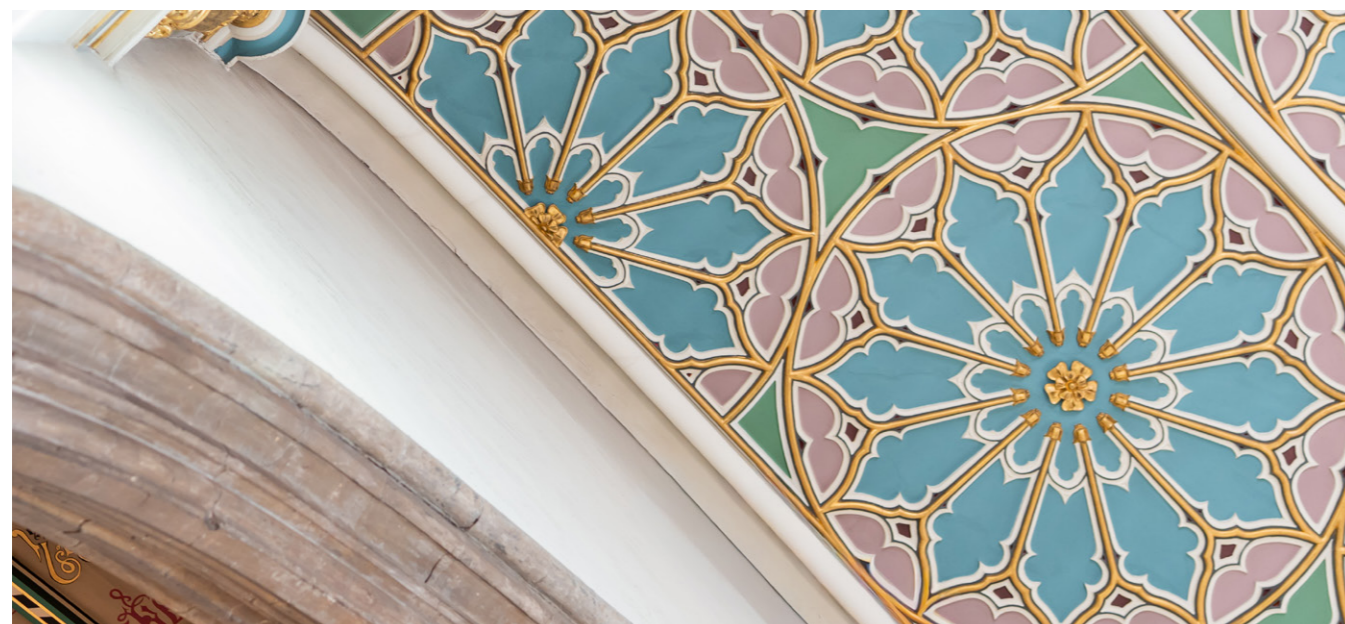
- In the cathedral, the **Dean** provides leadership concerning safeguarding, supported by **Chapter** and senior leadership team requiring good working relationships with both **clergy** and **lay colleagues**.
- It is essential that the CSO forms excellent working relationships with key people in the Diocese, including: the **Director of Safeguarding** and **Diocesan Safeguarding Officer (DSO)**, the **safeguarding team** and other relevant staff; the chair and membership of diocesan safeguarding governance structures e.g., the **Diocesan Safeguarding Advisory Panel (DSAP)** and relevant sub-groups; and in the **National Safeguarding Team**. The Service Level Agreement between Diocese and Cathedral provides for the terms upon which these bodies work together for the appropriate professional liaison and integration of the work of the CSO with the Diocesan Safeguarding Team.
- Relevant officers in the various **statutory authorities**: the Local Authority Designated Officer (LADO); key officers from local authority adult social care and children's services and associated partnership arrangements); Probation Service, including officers responsible for Multi Agency Public Protection Arrangements (MAPPA); Police officers from key teams; and health services.
- It is essential to have good connections with colleagues in relevant local third sector agencies, including those working in the fields of homelessness, poverty, domestic abuse, mental health, substance misuse, refugee support, language and learning support, etc. Adults and children who are using, have used or may use the services of the cathedral, particularly in relation to safeguarding.

Person Specification

Skills/Aptitudes

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

- Apply good safeguarding practice in a way that delivers positive outcomes for children and adults.
- 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.
- Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Manage, support, and coach others in the implementation of good safeguarding practice.
- Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
- Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
- Quality assure safeguarding practice.
- Develop effective new ways of working for an organisation.
- Able to understand and navigate the complexity of working in a large organisation.
- Proficient in the use of the Microsoft Office suite, including Microsoft Word, Excel and Outlook
- Strong written and oral communication skills



Person Specification



Knowledge/Experience

The successful candidate will be able to demonstrate the following:

- Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults.
- Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding.
- Experience of working with victims, survivors and perpetrators of abuse.
- Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
- Some knowledge of Church life and the culture and structure of the Church of England as an organisation.

Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy.

Proverbs 31:8-9

Person Specification

Personal Attributes

The successful candidate will have the following attributes:

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

Education & Qualifications

Relevant professional qualification or equivalent experience (for example, social care, criminal justice or relevant third sector), with current professional registration where applicable.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017). We follow best practice for Safer Recruitment.



Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone.

The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.

To apply please complete the Application form on our website, along with a covering letter, with reference to the role and return to samantha.hughes@chelmsfordcathedral.org.uk

**The deadline for applications is 12 noon on 8 May 2026.
Interviews will take place on 28 May 2026.**

More information about the process will be provided to the shortlisted candidates nearer the time.

The successful candidate will be offered the post conditionally until all Safer Recruitment checks are completed satisfactorily. This post is offered with a four-month probation period.

Use of AI in your application

We appreciate that you may want to use AI tools to help you with your application. We're happy for you to use AI to come up with ideas and help structure your thoughts, but you shouldn't use AI to fabricate information or write your whole application for you.

One of our values is integrity, and although we want you to demonstrate your best self, we don't want an AI-generated persona. If you simply copy and paste AI-generated content into your application, this will reduce your chances of success.

Accessibility

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.



CHELMSFORD CATHEDRAL

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