Diocesan Deputy Safeguarding Officer

Job Title:	Deputy Diocesan Safeguarding Officer
Reporting to:	Diocesan Safeguarding Officer
Accountable to:	Diocesan Bishop, Diocesan Secretary and the Independent Chair of the Diocesan Safeguarding Advisory Panel
Salary:	£50,000 - £58,000
Location:	Church House, Daresbury
Hours of work:	Full time 35 hours. Some flexible working is required e.g. travel around the diocese and some occasional work in the evenings and at weekends. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

Overall Purpose of the Post

The Deputy Diocesan Safeguarding Officer will proactively support the DSO in their responsibility in the diocese, independent of the Bishop and Dean, for the professional leadership on and management of matters relating to the safeguarding of children and adults. The DSO holds ultimate responsibility for the work, however, the Deputy DSO will have specific, agreed areas of delegated responsibility and will formally deputise for the DSO in their absence and as such undertake the duties set out in the DSO Regulations 2024.

The Diocesan safeguarding strategy and delivery is overseen by our Safeguarding Executive Group (SEG) and the Diocesan Safeguarding Advisory Panel (DSAP) and is supported by a three year business plan. The day-to-day delivery is the responsibility of the Diocesan Safeguarding Team (DST), in partnership with the Cathedral Safeguarding Officer (CSO) who has specific responsibility for Cathedral related safeguarding.

KEY ROLES AND RESPONSIBILITIES:
To support the DSO with 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 Deputy DSO will support the DSO to lead the Diocese's work on this standard by:

- Working with the Diocesan Bishop, senior clergy, the Diocesan Secretary, Trustees and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese.
- Cooperating with and supporting the work of the Safeguarding Executive Group and Diocesan Safeguarding Advisory Panel as required.
- Managing the Diocesan response to quality assurance and audit processes.
- Work with the DSO to prepare regular reports for SEG, DSAP, DBF Trustees, to ensure governing bodies are able to exercise their governance responsibilities in oversight of safeguarding.

- Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework and Safeguarding Serious Incident Reporting, including, as required by the Safeguarding Practice Reviews Code of Practice, commissioning or requesting reviews.

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 Deputy DSO will support the DSO to lead the Diocese's work on this standard by:

- Implementing, or coordinating the implementation of, Safeguarding Code of Practice and House of Bishops Safeguarding Guidance across the whole diocese.
- Giving advice, support, direction and challenge on safeguarding matters, 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, as required by the Church of England's Safeguarding Learning and Development Framework.
- collaborate with HR and senior managers at the DBF to support safeguarding training for staff, volunteers and trustees and to promote a culture of continuous learning and development around good safeguarding practice.

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 Deputy DSO will support the DSO to lead the Diocese's progress on this standard by:

- Co-leading all aspects of safeguarding casework within the Diocese, ensuring that work is completed as required by Safeguarding Codes of Practice, House of Bishop's Safeguarding 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 Deputy DSO will support the DSO to lead the Diocese's progress on this standard by:

- Working together to coordinate the Diocese's response to those reporting abuse.
- Co-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 Deputy DSO will support the DSO to 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 Safeguarding Lead, and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Diocesan Safeguarding Officers are met.
- Alongside the DSO, providing supervision of DST members.

KEY RELATIONSHIPS:

Excellent working relationships with:

- The DSO, Diocesan Safeguarding Team members, CSO
- The Diocesan Bishop and the Bishop's delegated safeguarding lead and suffragan Bishops.
- The Cathedral Dean.
- The senior staff of the Diocese and Diocesan Board of Finance, particularly the Diocesan Secretary, Human Resources, Archdeacons and Ministry teams.
- Those in licenced and authorised ministry in parishes and other contexts.
- Parish safeguarding officers.
- Relevant officers in the various statutory safeguarding authorities.
- The National Safeguarding Team.
- The Regional Safeguarding Lead.

Note – this job description does not form part of your Contract of Employment.

November 2026