Safeguarding in the Diocese of Carlisle:

The Church of England is committed to safeguarding as an integral part of the life and ministry of the Church. In the Diocese of Carlisle, it is a key priority that we work together towards achieving our common vision, our commitment to a positive safeguarding culture, so that all our churches and worshipping communities can be places which are safer for everybody as well as being places of welcome. Our Diocesan Safeguarding Team (DST) is the key element in delivering on this commitment. We are the driving force to bring about the highest standards of safeguarding and providing advice and guidance to all who need it and support to victims and survivors of abuse.

The Diocese of Carlisle consists of three archdeaconries, 11 rural deaneries, 235 parishes and Carlisle Cathedral. Each parish is governed by its own Parochial Church Council (PCC) which is responsible for safeguarding at a local level. Carlisle Cathedral is governed by its Chapter which has responsibility for safeguarding there. In seeking to be open and welcoming, we recognise that within our congregations, a wide range of individuals may include those who have been victims of abuse, those who may be experiencing abuse and those who have perpetrated abuse against others. The DST provides advice, guidance, and resources to our parishes, and the Cathedral, to promote our safeguarding culture, ensure adherence to legislation and policy, monitors risk, and actively manages safeguarding concerns.

The pace of change in safeguarding in the Church of England context is high. The Church is working hard to create new safeguarding structures that address past failures and ensure future confidence in safeguarding arrangements and decisions. We now have National Safeguarding Standards that provide structure for our delivery of services. The Diocese of Carlisle has undergone an independent safeguarding audit, led by INEQE Safeguarding Group, in the past 18 months and they measured our compliance against the standards. INEQE concluded that the safeguarding arrangements within the Diocese of Carlisle have improved significantly in recent years. They say that *"the culture is healthy, safeguarding is prioritised, support is valued and individuals across the Diocese feel able to report, question and challenge."* However, they also found that the DST required additional resourcing to continue building upon the foundations developed. In response to this, the DST has recruited and embedded additional team members in addition to our freelance trainer team. However, we are now requiring an additional key team player to support our mission of providing a safer church for all.

The Opportunity:

We are looking for an enthusiastic safeguarding professional to join our DST as a **Diocesan Safeguarding Adviser - Casework & Training**. Reporting directly to the Head of Safeguarding / Diocesan Safeguarding Officer, you will play a key role in our commitment to creating a safer church for all by both effectively advising on, and managing, safeguarding concerns, conducting risk assessments & implementing safety plans, and developing, coordinating and delivering safeguarding training that assists in ensuring our churches are a safer place for all.

The role involves working closely with clergy, church leaders, victims & survivors, statutory agencies, and other safeguarding professionals to promote best practices in the safeguarding of children, young people, and vulnerable adults across the diocese (including Carlisle Cathedral). You will be part of a small professional team who work collaboratively together to ensure that church life is safer for all. You will be supported in translating your skills and experience into the framework and practices of the Diocese.

To be successful, you will be a highly organised individual with excellent people skills and will demonstrate a high degree of professionalism, discretion and sensitivity. You will have strong interpersonal skills and be able to coach and mentor people from a range of backgrounds. You will bring professional knowledge of safeguarding legislation and regulations from your previous / current role(s) and, have direct experience of casework management in this, or a related field. You will have experience of delivering training, preferably of a safeguarding nature. You will be able to work with complex information and solve problems and, provide clear practical advice in a timely manner. You will have sympathy towards the ethos and values of the Christian faith and be able to work effectively within a Church of England setting.

Accountability and Key Relationships

- Head of Safeguarding – Diocesan Safeguarding Officer
- Diocesan Safeguarding Team colleagues
- Senior clergy and staff of the Diocese and Diocesan Board of Finance
- The Diocesan Safeguarding Advisory Panel
- The Dean of Carlisle and senior cathedral staff
- Those in licenced and authorised ministry
- Parish Safeguarding Officers and parish-based church officers.
- Freelance Safeguarding Trainers
- National Safeguarding Team (NST)

This role requires travel across the Diocese, along with some evening and occasional weekend work (TOIL provided).

If you are a flexible team player, have a can-do attitude and are passionate about safeguarding, then we would love to hear from you!

If you would appreciate an informal conversation to help you in considering your application, please contact the Head of Safeguarding / Diocesan Safeguarding Officer – Joanna Van Lachterop – Email safeguarding.adviser@carlislediocese.org.uk or Tel: 07458 016884. **Please note** that due to annual leave, informal discussions will need to take place week commencing Monday 17th August onwards.

ROLE DESCRIPTOR

JOB TITLE: Diocesan Safeguarding Adviser - Casework & Training

REPORTS TO: Head of Safeguarding – Diocesan Safeguarding Officer (DSO)

DEPARTMENT: Safeguarding Team

PURPOSE OF ROLE:

This key role is to assist the Diocesan Safeguarding Officer to triage, assess and investigate safeguarding allegations and concerns. It will require appropriate referrals to statutory authorities and providing advice and support to churches within the diocese in line with national policy and procedures. It will also bring us the capacity to support and embed safeguarding awareness and learning, develop additional training / workshops as required and further deliver on our mission for a healthy safeguarding culture across the Diocese of Carlisle.

KEY ACTIVITIES & RESPONSIBILITIES:

CASEWORK:

1. Manage safeguarding cases in line with the relevant Church of England Code of Practice, working with statutory agencies, DST colleagues, parish and Cathedral personnel, and senior church officers within the Diocese and Diocesan Board of Finance, as required.

2. Work closely with statutory agencies such as the Police, Children and Adult Services, the Probation Service and other agencies, including attending strategy meetings and case conferences to manage case referrals effectively.

3. Create and maintain accurate and timely case records of concerns, activity and decisions utilising the National Safeguarding Case Management System (MyConcern) and ensure that the records are in accordance with agreed procedures and legislative requirements and are suitable for admission in legal proceedings.

4. Respond to requests for advice, information and guidance from any church officers who are concerned about both the welfare of vulnerable people (children, young people and adults at risk) in a church context as well as concerns about adults whose behaviour may pose a risk.

5. Undertake initial fact-finding relating to any concerns raised about inappropriate behaviour towards a child, young person or an adult at risk. This includes non-current allegations of abuse.

6. Ensure that the needs of victims / survivors of abuse are always given a strong focus, listen carefully to their accounts and identify appropriate support where required.

RISK ASSESSMENT:

7. Conduct and contribute to risk assessments of individuals where there are, or have been, concerns about their behaviour towards children or adults at risk, where they

have convictions for offences against children or adults at risk or where they have a blemished DBS disclosure. Ensure that these assessments are in line with national guidance.

8. Prepare, implement and review safeguarding agreements, for those known to be a risk to children and / or adults, to mitigate perceived risks within a church context.

9. Coach and empower those overseeing the agreements to ensure they understand their roles, are aware of the perceived risks, and know how to respond to any issues.

TRAINING DELIVERY & DEVELOPMENT:

10. Support the delivery of the national safeguarding learning and development strategy, including delivery of Leadership safeguarding training within the diocese to clergy and lay people.

11. Develop training impact evaluation, and effective evaluation, processes to ensure our delivery is being well received and making a positive difference.

12. Updating learning, scenarios/examples that ensure training is refreshed regularly.

13. Developing creative networks and relationships / contacts with other dioceses and national leads to co-create, co-deliver and co-evaluate new initiatives.

DEPUTISING & PROFESSIONAL DEVELOPMENT:

14. Deputise and provide cover for other staff in the Safeguarding Team as necessary including the DSO.

15. Engage in professional supervision the annual review process as part of the Diocese's commitment to staff welfare.

16. Commit to continuous professional development and undertake training to maintain an up to-date understanding of national and local safeguarding policies and best practice. Share and apply this knowledge across the Safeguarding Team and Diocese. This includes attendance at National DSA days and events

17. Work collaboratively with the Safeguarding Team and wider colleagues and undertake other such duties, commensurate with the role, that may be required by the Diocesan Safeguarding Officer.

This job description outlines the principal duties and responsibilities of the post and is not intended to be exhaustive. The role may evolve in line with diocesan priorities, national safeguarding developments, and organisational need.

PERSON SPECIFICATION

A Application Form
I Interview
A & I Application Form & Interview

Criteria	Essential / Desirable	Criteria Assessed A / I
QUALIFICATIONS & TRAINING		
• Educated to degree level in social work, health care, police and criminal justice, or equivalent professional qualification, or demonstrated relevant work experience.	Essential	A
• English and Math GCSE (or equivalent) at grade C (level 5) or above.	Essential	A
• Level 3 or above safeguarding training.	Desirable	A
EXPERIENCE		
• Experience of safeguarding children and adults.	Essential	A & I
• Experience of contributing to policy and practice guidance development and implementation.	Essential	A & I
• Direct case management experience of cases involving the statutory response to the protection of children / adults and / or management reviews.	Essential	A & I
• Experience of assessment and risk management of those who have offended against children or adults at risk, and those who may pose a risk to children or vulnerable adults.	Essential	A & I
• Experience of applying policies legislation, procedures and good practice in relation to the safeguarding and protection of children and adults.	Essential	A & I
• Experience of reporting to internal accountable bodies such as a safeguarding board or working group.	Essential	A & I
• Practitioner experience of working with victims or survivors of abuse, including adults with mental health issues.	Essential	A & I
• Experience of training delivery face to face and / or virtually.	Essential	A & I
• Experience of supervising and / or supporting volunteers.	Desirable	A & I
• Experience of safeguarding in a church / faith context.	Desirable	A & I

KNOWLEDGE		
• Aware of how to contribute to case review processes and identifying and disseminating lessons to be learnt. e .g. serious case reviews, domestic homicide reviews, or significant learning processes, MAPPA reviews etc.	Essential	A
• Awareness of the range of statutory and non-statutory organisations involved in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who pose a risk.	Essential	A & I
• Working knowledge of the statutory framework in relation to safeguarding children and adults.	Essential	A & I
• Knowledge of legal frameworks and Church of England policies relating to safeguarding.	Desirable	A & I
SKILLS & APTITUDES		
• Excellent written and oral communication skills and interpersonal relationships. Includes report-writing and record-keeping skills.	Essential	A & I
• Ability to plan and prioritise work and work independently.	Essential	A & I
• Strong organisation skills with the ability to adapt to a challenging workload.	Essential	A & I
• Ability to establish and maintain appropriate boundaries, including appropriate confidentiality.	Essential	A & I
• Excellent people skills - professional, approachable, trustworthy and inspires confidence.	Essential	A & I
• Ability to work sensitively and effectively within a faith-based environment, respecting different beliefs and traditions.	Essential	A & I
• Ability to work sensitively with victims / survivors who may disclose abuse.	Essential	A & I
• Professional, calm and efficient manner.	Essential	A & I
• An understanding of the structures of the Church of England	Desirable	A & I
PERSONAL ATTRIBUTES & COMPETENCIES		
• Able to travel around all parts of the diocese, occasionally at weekends or evenings.	Essential	I

• Be willing to challenge stereotyping, prejudice, discrimination and bias.	Essential	A
• Able to maintain professional boundaries while showing compassion and understanding.	Essential	I
• Takes appropriate initiative, works in a proactive manner and manages time effectively.	Essential	A
• Approachable, trustworthy and inspires confidence.	Essential	I
• Maintains calmness and clarity under pressure.	Essential	I
• A positive and flexible approach to work.	Essential	A & I

Benefits	
Location	The main place of work will be the Church House in Penrith. The role holder will be required to attend other parts of the Diocese regularly as part of their role. Hybrid working is available.
Hours	This post is being offered at 28 hours per week (0.8 FTE) with flexible working. We would accept applications from candidates wishing to work on a job share, full-time or part-time basis – please state the arrangements sought in your application. There is an operational need for some flexibility within the working week, including occasional evenings and / or weekends. The post holder will be entitled to time off in lieu of attending meetings outside of core office hours.
Salary	£45,048 FTE
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 55ppm EV leasing scheme available
Office Provision	office space in Church House, Penrith
IT & Mobile phone	laptop and smartphone with remote access to Microsoft 365 suite
Working Expenses	fully-funded as appropriate
Holidays	34 days annual leave incl bank holidays (pro-rata for part time employees)
Any offer of employment is subject to: • Two references (one must be current employer) • Health Check • Right to work check	

- Given the nature of this role an Enhanced Disclosure and Barring Service (DBS) check will be required.