

**Peterborough Diocese**  
**JOB DESCRIPTION**

**Diocesan Safeguarding Officer (DSO)**

**Purpose of Post:** The Diocesan Safeguarding Officer has responsibility in the diocese for the professional leadership on and management of matters relating to the safeguarding of children and vulnerable adults.

**Accountable to:** The Diocesan Secretary

**Key working relationships:**

- The Bishop of Peterborough and her office
- The National Safeguarding Team
- The Diocesan Safeguarding Advisory Panel
- The Archdeacons' Office
- The Diocesan Office
- The Cathedral Chapter
- The Parishes within the Peterborough Diocese
- Relevant Statutory Agencies in the Diocese of Peterborough Area.

**THE CONTEXT, OPPORTUNITIES AND CHALLENGES OF THIS ROLE**

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e. the area of the present day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917,000

The pace of change in safeguarding in the Church of England is high. The final report from the Independent Inquiry into Child Sexual Abuse (IICSA) regarding the Church of England makes safeguarding an absolute priority for us and the wider church. This, along with increased awareness through training and communication, has led to an increase in the number and complexity of safeguarding cases.

We are currently seeking someone with substantial professional expertise in the field of safeguarding to assume a strategic role, playing a pivotal part in shaping and leading our safeguarding function. The successful candidate will be instrumental in the ongoing development of safeguarding in this diocese, ensuring it remains relevant, effective and fit for purpose. As set out in the Canons of the Church of England, the DSO will work independently of the Diocesan Bishop, will be confident in embedding best practice, and in developing a culture to foster the flourishing of those who live work and worship in this diocese, from the small rural communities to the urban centres of Peterborough, Northampton and Rutland.

The post holder should be able to provide credible, authoritative advice in relation to casework and to train, coach and support others. You will lead a team of safeguarding professionals, and alongside strong case management skills and experience of leading others you will have high levels of empathy and wisdom and will have a proactive, emotionally intelligent and tactful approach to influencing change and continual development thus embedding a strong safeguarding culture across our c350 parishes, diocesan offices and the Peterborough Cathedral.

## **Principal Accountabilities**

The Diocesan Safeguarding Officer has operational lead authority within the Diocese for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards, these are:

### **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 DSO will lead the work on this standard by:*

### **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.*

## **Duties and Responsibilities**

### **1. To lead the Diocese's work on National Standard 1: Culture, leadership and capacity.**

- 1.1. Working together with senior leaders in the Diocese of Peterborough and the Peterborough Cathedral to ensure there is a safe and healthy safeguarding culture, with effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.
- 1.2. Holding a strategic leadership role in safeguarding in the Diocese of Peterborough, working together with the Diocesan Bishop, Senior Clergy, the Diocesan Secretary, and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese of Peterborough. Professionally holding to account those with safeguarding responsibilities, escalating any disagreements for swift resolution.
- 1.3. Cooperating with and supporting the work of the Diocesan Safeguarding Advisory Panel (DSAP) as required. To include the development and implementation of an effective survivor-centred safeguarding strategy which sets direction and priorities, informs decision making, manages risks and ensures everyone is working collaboratively and to the same goal.
- 1.4. Managing the Diocesan response to quality assurance and audit processes. Ensure, through collaborative working with key stakeholders, To develop and implement a quality framework, working collaboratively with stakeholders, enabling the diocese and wider church officers to evaluate their safeguarding practices; reporting results through DSAP to enable informed decisions about the current status of safeguarding practices in this

diocese, its parishes and the cathedral.

- 1.5. Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework, including, where required, commissioning or requesting safeguarding practice reviews.

## **2. To lead the Diocese's work on National Standard 2: Prevention.**

- 2.1. Co-ordinating the implementation of House of Bishop's safeguarding policy and practice guidance across the whole diocese. Ensure the use of auditing tools is embedded across to diocese to measure effective implementation of policies and practice guidance.
- 2.2. Giving advice, support, direction and challenge, as required, to the Diocesan Bishop, other church officers and church bodies within the diocese, to include the Dean of Peterborough Cathedral. Such advice to be given in a timely manner where there are safeguarding concerns in this diocese and the cathedral.
- 2.3. Providing, or co-ordinating the provision of, safeguarding training across the Diocese, according to the Church of England's Safeguarding Learning and Development Framework. Thus supporting the development of all safeguarding learning needs in the diocese parishes and cathedral and responding to emerging needs.

## **3. To lead the Diocese's progress on National Standard 3: Recognising, Assessing and Managing Risk**

- 3.1. Leading and coordinating all aspects of safeguarding casework within the Diocese, ensuring that all work is completed in line with House of Bishop's safeguarding policy and guidance and all other relevant statutory guidance and legal responsibilities.
- 3.2. Be fully conversant with the statutory agency referral threshold, work collaboratively and professionally with any and all statutory agencies or relevant bodies in the investigation process thus ensuring the assessment and management of risk is underpinned by effective partnership working.
- 3.3. Using data from the safeguarding casework management system, produce information and reports to drive informed decision making relating to Safeguarding across the diocesan governance structure. This should include, but is not limited to; the annual report to Diocesan Synod, quarterly reports to the Bishop's Management Group and DSAP. (or as required). An assessment of the sufficiency of safeguarding resources

against demand and risk profile of that demand should be presented to DSAP at least annually.

- 3.4. Within the case management framework, decide, through consultation with the relevant Safeguarding Case Management Group when a risk assessment is required for individuals where there are safeguarding concerns; what the nature and extent of that assessment should be; implement the outcome.
- 3.5. Ensure risk assessments, safety plans and associated processes are of a high quality and manage risk appropriately; through working collaboratively with parish leaders, parish safeguarding officers and relevant Cathedral staff to ensure those posing a safeguarding risk returning to the community are appropriately supported and managed using effective risk management tools; regularly reviewing safeguarding agreements and risk assessment relating to known safeguarding concerns

#### **4. To lead the Diocese's progress on National Standard 4: Victims and Survivors**

- 4.1. Ensure victims and survivors in the Peterborough Diocese experience high quality and timely responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.
- 4.2. Coordinating the Diocese's response to those reporting abuse, ensuring the House of Bishops' Safeguarding Guidance is followed at all times in relation to responding to allegations against church officers, including (where needed) the forms of support as set out in the guidance. Specifically taking the lead in responding to serious and complex cases, especially those with a national profile. Advising the diocesan bishop on the suspension of clergy in safeguarding matters, in consultation with the relevant Safeguarding Case Management Group.
- 4.3. Leading the ongoing implementation of the House of Bishops' Policy, Responding Well to Victims and Survivors of Abuse. Ensure the house of Bishops' Policy is followed when co ordinating the diocese's response to victims and survivors of church-based abuse, ensuring victims and survivors can access different forms of support as laid out in the relevant guidance documents.

## **5. To lead the Diocese's progress on National Standard 5: Learning, Supervision and Support.**

- 5.1. Ensure All those engaged in safeguarding-related activity in The Diocese and the Cathedral receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.
- 5.2. 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.
- 5.3. Work collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attending national safeguarding events and activities as required.
- 5.4. Develop an engaged, and professional safeguarding team through exceptional leadership; provide professional supervision to members of the team; quality assure their work; implement any professional development training identified.

## **6. Other Responsibilities**

- 6.1. Work within the principles of transformational change ensuring efficient and effective practices are at the forefront of decision making. Specifically, work with the Diocesan Change lead to deliver excellent outcomes from the Safeguarding Systems Together project.
- 6.2. Be responsible and accountable for the operational use of the safeguarding casework management system, ensuring information contained therein is accurate and up to date. Provide any national and diocesan reporting requirements at designated intervals to enable informed decision making in any governance meetings applicable; ensure the data is handled within the requirements of the Data Protection Act 2018 at all times.

## **PERSON SPECIFICATION**

	Essential	Desirable	Tested
<b>Qualifications</b>			
Degree in a relevant discipline		x	
Relevant Professional Qualification or equivalent (at least undergraduate level) with current registration where applicable (for example social work, criminal justice)	x		
The equivalent of level 3 or above training accreditation in child and/or adult protection with the ability to demonstrate transferable knowledge across the client groups.		x	
<b><u>Knowledge and Experience</u></b>			
Senior practitioner experience in all aspects of safeguarding work, with a proven ability to apply safeguarding practice in a way that delivers positive outcomes for children and adults.	x		
Leadership experience with a proven ability to shape and lead to bring about cultural change as necessary ensuring the development of good safeguarding practice and healthy safeguarding cultures.	x		
Leadership and management responsibility and/or influence in developing good safeguarding practice and healthy safeguarding cultures. With an ability to influence design and change as needed.	x		
Proficient in undertaking statutory case and/or management reviews and risk assessment.	x		
Proven experience in managing and analyzing complex and sensitive information, assessing risk and advising appropriately.	x		
Senior leadership experience of working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.	x		
Experience of working in the not for profit sector and working with volunteers.		x	

Exceptional IT skills (particularly in MS Office) with an ability to initiate and manage efficiency savings through the use of technology.	x		
A proactive problem solver to enable the development of effective and efficient new ways of working.	x		
Strong understanding of, and commitment to our obligations in the Equality Act 2010	x		
Strong understanding of, and commitment to our obligations in the Data Protection Act 2018	x		
A general understanding of the aims, nature and structure of the Church of England.	x		
<b><u>Personal Qualities</u></b>			
A proven inspirational leader with highly developed, effective, flexible and collaborative leadership skills.	x		
Outstanding interpersonal skills, with a proven track record of engaging, listening and communicating effectively across all levels. Forming and maintaining relationships of trust both internally and externally.	x		
The ability to work creatively in an organisation engaged in change, able to demonstrate strong skills in influencing decision making and able to build trust and confidence.	x		
The ability to communicate clearly, concisely and effectively, engaging diverse stakeholders with authenticity and expertise.	x		
Be able to manage, support and coach others in the implementation of good safeguarding practice; with a proven ability in providing feedback in a constructive respectful way; an ability to manage difficult conversations.	x		
Ability to work effectively under pressure and under scrutiny, whilst maintaining the ability to be self-reflexive and welcoming of feedback.	x		
A proven ability to maintain the highest standards of confidentiality and work sensitively with all affected by safeguarding issues.	x		



Able and willing to travel across the Diocese when necessary.	x		
A broad sympathy with the aims and objectives of the Church of England.	x		

## **FURTHER DETAILS**

The post is office based at The Diocesan Office, The Palace Peterborough PE1 1YB however we do support a hybrid working arrangement where possible.

Pay: Up to £50,000 per annum with annual salary review

Pension: Non-contributory scheme (equivalent to 10% of salary)

Hours: 35 hour week (Monday to Friday)

Holidays: 25 days per year plus Public Holidays and Christmas / New Year closure (pro rata)

Probationary Period of 6 months