

# **SAFEGUARDING LEAD**

## **Application Pack**



**CHURCH  
ARMY  
.ORG**

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## **THE ORGANISATION YOU WILL BE JOINING**

At Church Army, everything we do is built on the foundations laid by our founder Wilson Carlile – a visionary who inspired generations to give hope to millions. We are passionate about training and equipping evangelists to share the hope and love of Jesus, particularly with those communities on the margins.

Today Church Army looks very different to how it did in Wilson Carlile's day, but our commitment and vision remains the same. Now Church Army looks like:

- A committed team of over 500 commissioned evangelists seeking to transform their communities through faith shared in word and action.
- A community of individuals sharing our passion for evangelism and journeying with us along the way.
- Individuals being trained by us to share their faith through a number of different initiatives and resources.
- A small number of projects, seeking to share faith and serve some of the most vulnerable in our community.

In the last year we have undertaken a prayerful review of our organisation in order to discern our calling and sustain a Church Army for the future. In this process we have gone back to our founder's roots and been re-inspired by our passion and commitment to equip evangelists to make disciples. You will join Church Army at a significant point in our reorganisation and join a team of ordinary men and women brought together by the desire to make a difference and change lives.

Click to watch our [We Are Church Army](#) video.

### **Your role**

With a heart for the marginalised in our communities, creating safe spaces is key to our mission and calling. We are committed to the safeguarding and protection of

children and adults at risk in the communities in which we work. We believe that all those we seek to serve have the right to be protected from all types of harm and abuse.

This is a new role within the organisation following the departure of the Executive Lead for Safeguarding and sits within the newly formed Mission and Evangelism Directorate. The role will seek to build on the work of the previous post holder in developing our safeguarding culture and practice. The Safeguarding Lead will work with individuals across all of Church Army including our employees, Commissioned Evangelists, and Mission Community. The Safeguarding Lead is the first point of contact for any safeguarding concerns or allegations and is responsible for ensuring the organisation responds in a trauma-informed manner as well as in line with the standards and expectations set out. The post holder will have had experience of managing organisational risks in relation to safeguarding and be familiar with the guidance set by the National Safeguarding Team for Religious Communities.

This post is a significant leadership role within Church Army and a position of trust. We expect the post holder to embody the role in a way which models the safe and accountable culture we are seeking to create and to be able to develop strong professional rapport with internal and external contacts.





# JOB DESCRIPTION

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Job Title:	Safeguarding Lead
Location:	Sheffield
Responsible To:	Director of Mission and Evangelism Safeguarding Trustee
Responsible For:	Safeguarding Administrator (0.7)
Purpose:	To lead Church Army's safeguarding team and the Charity's commitment to safeguarding. Ensure the organisation develops a safe and healthy culture and uses a best practice approach in relation to safeguarding in line with the requirements of the Church of England.

## Main Duties and Responsibilities

### 1. Leadership of the Safeguarding Team

- Line manage the Safeguarding Administrator, providing meaningful and purposeful work and an environment which allows the individual to flourish.
- Recruit, develop and manage the Deputy Safeguarding Leads and ensure they are sufficiently trained for the role, including a trauma-informed approach.
- Lead the team's monthly meetings and ensure that the team is delivering safeguarding work in line with the organisation's commitment.
- To ensure the Safeguarding team handle sensitive information confidentially and in compliance with the General Data Protection Regulation (GDPR).

### 2. Culture, Strategy and Development

- Ensure the development of an effective safeguarding culture throughout Church Army, by ensuring a key focus that prioritises the protection of adults at risk and children and champions this approach across the organisation.
- Lead a culture which enables and encourages those who have experienced abuse to come forward, and in which those who have been harmed are supported and protected.

- Lead on the development of a safeguarding strategy, with engagement from the Senior Leadership Team, Church Army Board and Safeguarding team to drive forward our commitment to excellence in safeguarding.
- Proactively identify areas for improvement in safeguarding across Church Army.

### **3. Compliance and Assurance**

- Maintain up-to-date knowledge of relevant legislation across the UK and Ireland.
- Ensure safeguarding matters on the risk register are appropriately managed and take the lead in ensuring mitigations are actioned.
- To advise the organisation on safeguarding best practice and ensure Church Army remains compliant with any changes within the Church of England guidance, including its duties as a Religious Community.
- Produce regular safeguarding reports, with the support of the administrator, to the Board and other steering groups as required.
- Make referrals to the Disclosure and Barring Service and to the Charity Commission on behalf of the Trustees where required and agreed.
- To keep the CEO and Safeguarding Trustee briefed on any safeguarding matters and key developments.

### **4. Policy and Advice**

- To review Church Army's Safer Ministry policy annually and ensure it aligns with the relevant Church of England National Safeguarding Team expectations.
- To review local safeguarding policies regularly, ensuring that they align with Church Army's and are relevant to the context in which they apply.
- Ensure safer recruitment practices are followed, advising the HR team and Community team on best practice in relation to recruitment of staff and those entering Church Army discernment or Mission Community.
- To ensure suitable safeguarding training is in place for everyone in Church Army relevant to their role and context as set out in the training map. To deliver safeguarding training and inductions as required.
- To support the Safeguarding Administrator with keeping the safeguarding database and the intranet page up to date.

## **5. Case Work**

- To ensure Church Army uses a trauma-informed approach in relation to safeguarding allegations and supporting victims/survivors of abuse.
- To act as the Designated Safeguarding Person for the Religious Community and develop relationships with the DSO for Sheffield Diocese.
- To be responsible for handling and responding to all safeguarding concerns and issues, both historical and current.
- To record, and report safeguarding concerns accurately, seeking external advice where appropriate and liaising with the relevant statutory authorities.
- To attend Diocesan core groups relating to Church Army Commissioned Evangelists.
- To make recommendations to the CEO on suspending or revoking of Church Army Evangelist commissions related to safeguarding concerns or allegations.
- To convene a Crisis Management Group in response to safeguarding concerns or allegations as required, and work with the Comms Manager and CEO in relation to managing PR around safeguarding cases.

## **6. To be an active member of the Co.Lab Team:**

- To contribute to the building of a sense of community and teamwork within the Wilson Carlile Centre
- To attend and take part in monthly Sheffield Staff Team gatherings and events and in the shared practices of the team.

## **Other**

- To undertake any duties commensurate with the post at the direction of the line manager or their senior.
- To be an active member of the Mission and Evangelism Directorate participating in team meetings and in the overall objectives and life of the team.
- To attend an annual appraisal and regular one-to-one meetings with the line manager and to undertake any training or professional development as required.
- To adhere to Church Army's contractual and non-contractual policies as outlined in the Staff Handbook.
- To act in the best interest of Church Army at all times.





Waterways Chaplains  
...coming alongside you  
**Waterways  
Chaplain**

Keep boat forward of cill marker

Keep boat forward of cill marker



# ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. In your application, please make sure you provide good clear examples of how you meet the criteria below. Attributes will be assessed at interview or through written references.

Criteria	Essential	Desirable
Knowledge and Understanding	<p>Good knowledge of safeguarding and Charity Commission guidance across the UK and Ireland</p> <p>Knowledge of GDPR</p> <p>Working knowledge of safeguarding in a faith and ministry setting</p> <p>Able to identify examples of poor practice and ensure that necessary change is implemented</p> <p>Empathy with survivors and understanding of how to respond to their needs and concerns</p>	<p>Knowledge of the Anglican church structures</p> <p>Completed trauma-informed training</p>
Experience	<p>Experience of undertaking risk assessments</p> <p>Experience of responding to safeguarding concerns and allegations</p> <p>Experience of advising and coaching a senior leadership team</p> <p>Experience in managing the organisational risks in relation to safeguarding.</p>	<p>Experience of attending Diocesan core groups</p>
Skills and Attributes	<p>Approachable and compassionate</p>	

	<p>Trustworthy, acts with integrity</p> <p>Excellent communication skills both verbal and written, able to communicate clearly and appropriately to the receiver</p> <p>Proven interpersonal skills</p> <p>Passionate about safeguarding</p> <p>Extremely resilient, able to manage complex and demanding situations and work well under pressure.</p> <p>Proven prioritisation skills, able to discern urgent from important.</p> <p>Handles confidential information and demonstrates good professional boundaries</p>	
Other	<p>In sympathy with the vision and values of Church Army.</p> <p>Willingness to travel as required</p> <p>The post holder must be able to work flexibly in order to manage the requirements of the role on a part time basis</p>	

## TRAINING

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This role requires the post holder to be trained at the Church of England's Leadership level pathway. If the post holder has not completed this already, it will be essential to have completed Basic Awareness and Foundations training before commencing in post and Leadership within the first three months in post.



# OUTLINE TERMS AND CONDITIONS

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Location	Sheffield based.  There is a requirement to be in the office 60% of contracted hours over the month. This is due to the post holder working closely with the leadership teams and being an active presence for modelling culture and expectations.
Salary	£44, 312 pro rata
Hours	0.7, but for the ideal candidate would consider 0.5
Pension	5% Employer Contributions
Annual Leave	25 days plus bank holidays
Probation Period	Six months
Contract Type	Part Time Open Ended
Notice Period	3 months after probation period
Safeguarding Requirements	The role will require a police check, compliance with our safeguarding policy and training to the senior leadership level.
Occupational Requirement	The post holder must be in sympathy with the vision and values of Church Army and be comfortable working in a faith based organisation. The post holder will be required to represent the organisation in public at a senior level.

We also offer our staff:

- Life Assurance cover at 3 x salary
- 25 days annual leave plus bank holidays
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service







# APPLICATION PROCESS

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To find out more about the role or to request an informal chat, please email [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)

To apply, **please submit a Church Army Standard Application Form** which is available to download from the job advert on our website.

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**Deadline:** 12pm on 2<sup>nd</sup> June 2025

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**Interview date:** 11<sup>th</sup> June 2025 in Sheffield in person

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## What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to [recruitment@churcharmy.org](mailto:recruitment@churcharmy.org)
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview; this will usually be done by email from Recruitment team

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: [www.churcharmy.org](http://www.churcharmy.org)



