



Trust of St Benedict's Abbey, Ealing

Safeguarding Lead

Job Description

The role of the Safeguarding Lead for the Trust of St Benedict's Abbey ("the Trust"), Ealing, is to promote a culture of safeguarding within the community, and for those that come into contact with the Trust through its ministry. The role includes oversight of the support of victim/survivors and helping to bring their voices to the forefront in all our safeguarding work. The Safeguarding Lead will report to the Safeguarding Trustee and work with senior leaders and other Trustees to oversee the development of policy and good practice. They will organise safeguarding training and offer advice to all members of the Trust at all levels.

Main Duties and Responsibilities

Culture of Safeguarding: Strategic Development

- To proactively promote a culture of safeguarding by overseeing all safeguarding activity and identifying areas for improvement in the Trust of St Benedict's Abbey, Ealing.
- To raise awareness of safeguarding by ensuring communication is provided to people who use the Abbey on keeping themselves safe and raising safeguarding concerns.
- To enable and encourage victim/survivors to come forward, to ensure they are listened to and appropriate action is taken as well as ensuring they receive the appropriate professional support and assistance that they need or request.
- To monitor all safeguarding activities within the Trust and draw upon related data from feedback and complaints that can help learning and future improvement.

Compliance and Assurance

- To support the Trustees and Abbot to have appropriate visibility and oversight, regularly briefing on any safeguarding issues within or relating to the Trust.
- To provide timely reports to the Trustees regarding safeguarding activity, including at least annually on progress in the aims and objectives of the Safeguarding Strategic Plan.
- To be proactive on safeguarding, maintaining Trust risk registers to identify, and mitigate against possible risks and advising the monastic community, volunteers and staff who are dealing with safeguarding concerns.
- To carry out internal practice audits and quality assurance and support preparation and the response to external audits of the Catholic Safeguarding Standards Agency (CSSA).
- To keep abreast of national and local changes and developments in safeguarding.
- To advise the Trustees on the requirements of the legislation and guidance relating to safeguarding.



Policy, practice, recordkeeping and guidance

- To ensure safeguarding is included in vetting/recruitment processes and induction for all new staff and volunteers - ensuring any relevant requirements of the Disclosure and Barring Service are met.
- To maintain up to date safeguarding policies and procedures that adhere to national policy and include when to report outside the Trust, reviewing them regularly.
- To ensure all Trustees, the monastic community, volunteers, and staff receive safeguarding training appropriate to their role.
- To maintain up to date and detailed records in secure systems.
- To ensure all operational levels within the Trust are prepared to carry out or participate in Safeguarding enquiries.

External relationships

- To work with the Religious Life Safeguarding Service (RLSS) on safeguarding cases, policies/procedures reviews and training as well as oversee RLSS output and ensuring recommendations are adhered to and taken to leadership when appropriate.
- To work in conjunction with statutory agencies, Catholic Safeguarding Standards Agency (CSSA), diocesan safeguarding co-ordinators, and other partner agencies, as appropriate, to ensure effective risk management and information sharing for safeguarding.
- To make referrals to the Police or appropriate external or statutory agencies including the RLSS within expected time frames.
- To forge partnerships with the Safeguarding Leads of local schools and Dioceses and where possible, make links with the local safeguarding boards.

Person Specification

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Commitment to safeguarding evident through significant professional safeguarding-related experience at practitioner level. • Working with victims/survivors. • Experience of managing complex safeguarding cases including investigation skills and the management of risk. • Experience of the operational context of safeguarding work. • Keeping and maintaining highly confidential and sensitive record and administration with an associated understanding of 	<ul style="list-style-type: none"> • Experience of working in the voluntary sector or safeguarding in a faith context.



	information sharing protocols and Data Protection.	
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication and presentational skills. Clear in verbal and written communications with good listening skills. • Stays calm under pressure and has the ability to provide a proportionate response to situations which require escalation. • Empathy for victim/survivors and understanding of how to respond to their needs and concerns. • Comprehensive understanding of safeguarding and knowledge of the statutory framework for safeguarding of children and adults, including legislation, DBS processes, government, and sector-based guidance. • An understanding of safeguarding structures. • IT confident and literate (MS Office and other applications). 	<ul style="list-style-type: none"> • An understanding of the safeguarding structures of the Catholic Safeguarding Standards Agency
Qualifications	<ul style="list-style-type: none"> • Academic / professional qualification or demonstrable CPD in or around safeguarding. 	
Values/ qualities	<ul style="list-style-type: none"> • Integrity, honesty and transparency. • Commitment to high performance. • Commitment to social justice. • Personal support for the value of diversity and inclusion • Commitment to Continuous Improvement. • Respect and value for a diversity of opinions and contributions. • Accepts and responds to constructive feedback. • Builds and sustains positive working relationships. 	



	<ul style="list-style-type: none">• Trauma aware with capacity for empathetic and supportive responses.• Commitment to collaborative working.	
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The postholder should also demonstrate the ability to travel to, and access, a variety of premises and some flexibility in working arrangements/hours to meet operational requirements including responding to emergencies.

Making an application

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

Section 5: *Qualification/Training* – this section should include details of any qualifications and/or training which might be relevant to the role.

Section 6: *General Experience & Further Information* - this section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you - tell us everything relevant to your application and complete all the sections on the form.

Applications and Timetable:

Application forms are available from:

Website: www.ealingmonks.org.uk

E-mail: info@ealingabbey.org.uk

Please return the application form together with a covering letter:

By Post: Abbot's Secretary
 Ealing Abbey
 Charlbury Grove
 London W5 2DY

By Email: info@ealingabbey.org.uk

For enquiries: Tel.: 020 8194 2300 (reception)



The closing date for completed applications is **Friday, 10 April 2026 at 11.59pm.**

Shortlisted candidates will be invited for interview. Further details about what this will involve will be provided, should you be invited for interview. If you have not heard by Wednesday, 15th April you may assume your application has not been successful.

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 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you acknowledge that 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.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Right to Work Checks

All employers are required to undertake right to work checks before employment to verify that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

Ealing Abbey is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff must adhere to the policies of the Catholic Church in England and Wales for safeguarding children, young people and adults at risk. In line with our safeguarding policy, some employees and volunteers working in specific roles at the Abbey will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service (DBS). As this work involves regulated activity with children, this appointment is subject to a satisfactory Enhanced DBS check. The check will be undertaken as part of the appointment process with the successful candidates. In the event of a conditional offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.