

Post	Safeguarding Manager
Responsible to	People and Learning Director
Team	People and Learning
Grade	G
Contract	Permanent
Hours	Flexible: 4 or 5 days per week (28-35 hours)
Location	Hybrid working – with minimum of 40% (approximately two days a week) at CMS House, Oxford

The organisation you'll be joining

Jesus spent much of his time with people at the edges, and that's where we want to be too. Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Welcome to Church Mission Society, where we are passionate about God's mission and fired up to see more and more people become followers of Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, CMS people are called by God to help bring change, hope and freedom, wherever they go.

Today CMS supports 150 mission partners and local partners who are working in more than 40 countries, where they are dedicated to serving local communities and transforming lives through the love of Jesus. From women's empowerment, micro farming initiatives and leadership training, to drug rehabilitation, theological training and pioneering in the arts, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In the last year, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. If you join CMS today you will find an organisation that has been reinvigorated with a fresh vision to join with our global family to make disciples of Jesus among people at the edges, both in the UK and around the world.



Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

We long to see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

Church Mission Society is a mission community that has many employees and volunteers working in the UK and internationally often amongst vulnerable and marginalised people. Safeguarding is an important aspect of mission for CMS. We are committed to the safeguarding and protection of the people we serve, our partners, our volunteers, and our staff. We believe that every child or adult we come into contact with has the right to be protected from all forms of harm and abuse.

The Safeguarding Manager is based in the People and Learning group which includes UK and overseas HR and member care, vocational recruitment, mission learning and organisational development. The role requires the post-holder to work across the whole organisation with all department groups, and also includes providing safeguarding advice and support to people in mission working internationally. The Safeguarding Manager is responsible for reviewing, developing and implementing CMS's Safeguarding policy and procedures in line with global standards and Charity Commission guidelines, making sure these are embedded across the organisation. The Safeguarding Manager manages cases and investigations, advises on risk assessments, reviews safeguarding policies of new strategic partners, organises safeguarding training to all our staff, volunteers and trustees (both UK and International) and reports to the trustees on safeguarding compliance.

Your relationships

- Director of People and Learning – to whom the Safeguarding Manager reports.
- Strategic Partner Safeguarding Manager- a part time role which manages a specific project working with international strategic partners on developing their safeguarding policies and procedures.
- HR roles in the team – the Safeguarding Manager will liaise accordingly regarding checks and disclosures, risk assessments, training and support.

Furthermore, there are regular contacts with the following groups:



- Fundraising and Communications Group
- Finance and Corporate Services Group
- Mission Group
- Trustees, especially the trustee with safeguarding focus

Your Responsibilities

Policies and implementation

- Ensure CMS's safeguarding policy and procedures are implemented amongst UK and international staff and volunteers. This includes working across teams on safe recruitment and employment practices, ensuring the running of clear processes with international strategic partners, advising on risk assessments and reviewing safeguarding policies of new international partners.
- Annually review the safeguarding policy, ensuring it is up to date with changing legislation and global safeguarding best practice
- Report on and review safeguarding concerns, trends and identify key safeguarding risks, establishing responsive strategies to mitigate such risks.

Casework Management

- The oversight of safeguarding and PSEA (protection from sexual exploitation, abuse and harassment) concerns and the response and reporting processes, at all levels, for those coming into contact with CMS.
- Ensure that allegations of abuse are responded to appropriately, referred to the correct statutory authorities and that provision of appropriate advice and support is given to survivors and victims of abuse.
- Management of all safeguarding investigations, including organising the core groups and the appointment of an investigation team.
- Liaise with external stakeholders and UK and international external authorities as applicable.
- Provide advice, information and guidance where there are concerns about children and young people and adults who may be at risk both in the UK and overseas.
- Review the case management system and develop accordingly.

Training and support

- Coordinate induction and ongoing training for all staff, people in mission, volunteers and trustees in line with Charity Commission requirements and international standards.
- Work with specific teams across the organisation to provide appropriate training and support where required.



- Liaise with the Strategic Partner Safeguarding Manager where support is required for CMS' international partners and hubs.
- Ensure appropriate debriefing of families on home leave and when returning permanently.
- Manage the CMS on-line safeguarding resources and assessment tools.

Maintaining relationships with external stakeholders

- Seek guidance and advice from partners where appropriate, including thirtyone:eight (CMS is a member) and Viva UK.
- Collaborate with Safeguarding Leads in sister CMS organisations (CMS Africa and Asia CMS).
- Sign-post new and available resources from Partners and other agencies.
- Work in partnership with the statutory agencies, any of whom may make the initial approach or seek information to which they are entitled.
- Ensure at all times that appropriate records are maintained, suitable for admission in legal proceedings.
- Represent CMS on sector wide initiatives to develop safeguarding, as may be appropriate.

Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.

Values and Behaviours

All CMS line managerial roles are expected to manage and lead in accord with CMS's values and behaviours. In doing this, a CMS manager should display those managerial competencies and approaches which support these values and behaviours as well as the building of a culture which sustains the success of the new CMS strategy. In particular, CMS gives priority to:

- Developing a learning culture
- Developing a safe culture (which embeds safeguarding in all we do)



- GDPR compliance
- Cross-team working
- Diversity and inclusion
- Embedding mission spirituality across CMS
- Empowerment and coaching
- Creativity and innovation



PERSON SPECIFICATION

Safeguarding Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Accredited Qualification in Safeguarding.	<ul style="list-style-type: none">• Educated to degree level or equivalent in a related field such as child care, social work, psychology, health, probation, police etc or relevant professional accredited qualification in safeguarding experience• Supervision of others e.g.: social work, child protection or church related
Experience	<ul style="list-style-type: none">• Experience of working in a national and/or international safeguarding role• Experience of working within an international mission, humanitarian or a transferrable international sector involving different stakeholders, authorities and international strategic partners.• Experience of cross-cultural work• Experience of running or assisting in safeguarding investigations, case management and reporting.• Experience of implementing safeguarding procedures and policies• Experience of delivering or coordinating training	<ul style="list-style-type: none">• Experience of working with victims or survivors of abuse• Experience of handling international safeguarding case work• Experience of arranging, developing and leading training events
Skills/Abilities	<ul style="list-style-type: none">• Excellent interpersonal and communication skills – written and oral• Ability to relate well to people at all levels of society• Ability to maintain the highest standards of confidentiality and to work professionally and sensitively with those affected by issues of safeguarding• Ability to process, analyse and report complex situations and advise appropriately• Excellent IT and administrative skills, particularly with regards to record keeping• Ability to chair meetings well, efficiently and inclusively	



	<ul style="list-style-type: none">• Ability to identify and analyse good practice and be able to share learning effectively	
Knowledge and understanding	<ul style="list-style-type: none">• Good knowledge of safeguarding, PSEA, IASC and Charity Commission safeguarding guidance• Understanding of safeguarding in international contexts• Up to date knowledge of safeguarding legislation and guidance and the management of cases of concern• GDPR understanding• Able to identify examples of poor practice and ensure that necessary change is implemented	<ul style="list-style-type: none">• Knowledge of Anglican church structures• Working knowledge and/or experience of faith approaches in relation to safeguarding, PSEA, protection and inclusion.
Disposition	<ul style="list-style-type: none">• Good influencing and negotiations skills with the ability to remain neutral• Handles confidential information well and able to work independently but also a team player• Highly resilient, with the ability to handle difficult situations and work under pressure• Self-starter and diligent - is constant in following policy and procedure• Passion for mission• Trustworthy and acts with integrity	
Other	<ul style="list-style-type: none">• Committed and practising Christian who is committed to the aims of the Church Mission Society• Willingness and ability to travel abroad (approx. 1 week per year)	<ul style="list-style-type: none">• Willingness to work some irregular hours should an emergency occur



Terms and conditions

Safeguarding Manager

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade G of the CMS salary scales; starting at £41,794 - £44,711 FTE per annum, depending on experience. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with the regulations in force will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme. You will be automatically enrolled into the scheme however; there is an opt-out option available. CMS contribution is 5% of the pensionable salary and employee contribution is 3%. In addition, CMS will match your additional contribution (over the required 3%) up to an additional 5%. The life assurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work Base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. You may work from home for up to 2 days per week of 40% of your contracted time but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday Entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Three month's written notice on either side is required for the termination of the appointment after the probationary period.