



CHURCH
ARMY
.ORG

SAFEGUARDING MANAGER

Application Pack

FROM OUR CEO

I'm delighted that you are interested in the role of Safeguarding Manager with Church Army and I hope that as you read through this job pack you get a clearer sense of who we are.

In all our work Church Army seeks to support and empower those most in need in the UK and Ireland. We walk alongside and love those who are struggling, especially the marginalised. We are a mission organisation committed to enabling the transformation of lives and communities in and by the love of God.

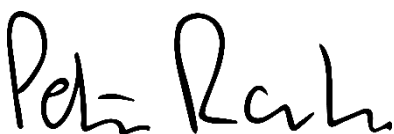
The work of Church Army makes a real difference in people's lives. Every role offers the opportunity contribute to making our vision a reality. The work that you do with Church Army really will make a difference, and we are thankful for every one of our committed and passionate staff. Our GRACEUP values are at the heart of all that we do across Church Army, in our work and in our relationships. They serve as cultural cornerstones, compass points and anchors. In joining Church Army, you will belong to a community of remarkable people who are proud to do what they do. Together we work hard to make sure our team know that they are valued for their contributions and moreover valued for who they are.

This is an exciting time to join us. As we implement our DARE strategy Church Army is growing its frontline work and growing its impact. We are proud to work in some of the toughest communities across the UK and Ireland. Our Centres of Mission, in partnership with Dioceses, are where evangelists live in local communities sharing faith, and empowering and equipping the local church in mission and evangelism. In Marylebone London, we run the biggest women's only hostel and the only 24/7 emergency drop-in centre in the UK. Marylebone empowers women to end their homelessness and live their lives to the full. In Cardiff, we run the Amber Project, which helps young people who battle self-harm, and the Ty Bronna Project, which is a hostel for homeless young people. Elsewhere one of our Projects befriends, serves and supports vulnerable women involved in the sex industry.

It can be challenging work. Church Army is often found where others won't go and doing things that others can't or won't. Yet it is joyful and fulfilling work. We serve in a broad range of settings, with people from all walks of life, and of all faiths and none. I am thrilled and humbled to work for an organisation that does this in God's name and your name.

I hope that you will be inspired and encouraged to want to join our amazing team.

Yours,



Peter Rouch



ABOUT THE ROLE

Thank you for your interest in the role of Safeguarding Manager with Church Army.

This is a new role within Church Army created to help drive our safeguarding work forward and in recognition of our commitment as an organisation to safeguarding. The post holder will build on the foundational work that has been done to promote and develop a safeguarding culture across the organisation. This includes safely recruiting and training our staff and volunteers, responding well to allegations, and ensuring we have a safe and healthy leadership culture. The Safeguarding Manager will be a visible presence across the organisation and therefore must be someone who embodies our culture and values.

The post holder will join the organisation at a key time in the development of our safeguarding work. In addition to our paid work, which includes our employees within Key Projects and Centres of Mission, Church Army deploys commissioned evangelists across the UK and Ireland who are largely working within Anglican Dioceses. Over the last year we have been working with an external software company on a bespoke safeguarding database to record safeguarding responsibilities for our employed staff and our Church Army evangelists. This will significantly strengthen our due diligence in relation to safeguarding responsibilities and allow us to work more collaboratively with Safeguarding Officers across the Anglican provinces.

Our Safeguarding Team is led by the Associate Director of Organisational Development who acts as Safeguarding Lead, and includes two deputy Safeguarding Leads, who fulfil this role alongside their operational management roles. The team is assisted by the Safeguarding Administrator who works closely with the HR team in relation to safer recruitment. The team meet monthly, alternating between case work and policy development. The Safeguarding Manager will take the lead on our case work which will include responding to safeguarding reports, providing safeguarding advice, and where appropriate attending core groups with Dioceses or Allegation Response groups with the statutory services. It is expected that the Safeguarding Manager will develop good working relationships with Diocesan Safeguarding Officers across all provinces, as well as the National Safeguarding Team for the Church of England. In addition to this, the Safeguarding Manager will work closely with key leaders within the organisation on our safeguarding practice and culture.

We are looking for a skilled and experienced safeguarding professional to join us for this role. The post holder will have up-to-date knowledge of safeguarding legislation and best practice and have previous experience of providing safeguarding advice. It is important that the post holder demonstrates excellent interpersonal skills, can work in a non-judgemental manner, and develop strong working relationships to put people at ease and create a safe space. The Safeguarding Manager should have experience of and a strong commitment to survivor support as part of responding to allegations.

Safeguarding is vitally important to our work and should underpin all that we do. Therefore, in addition to the essential skills required, we also want the post holder to have a passion for safeguarding and the ability to inspire and encourage others to see the importance of safeguarding in their work. The workload of a Safeguarding Manager is not always easy or light, so we are looking for someone who models good work life balance, understands boundaries and confidentiality, is able to signpost, and has a strong level of personal resilience. As part of our support for this role, in addition to monthly supervision with the line manager and discussing case load with the team, the post holder will have external clinical supervision.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.



JOB DESCRIPTION

Job Title:	Safeguarding Manager
Location:	Sheffield
Responsible To:	Associate Director of Organisational Development
Relating To:	Safeguarding Team, CEO and Key Leaders, Chaplaincy and Vocations Team, HR Team
Purpose:	To support Church Army in ensuring effective safeguarding arrangements are in place and implemented across the charity. To lead on case work, responding to allegations well and in partnership with other agencies. To develop our policy and practice to ensure both are fit for purpose the breadth of our work and our ethos, and compliant with legal obligations.

CORE TASKS

- To ensure that the team responds effectively to allegations, including historical allegations, and reports to statutory services as necessary
- To ensure survivor support is a priority in responding to allegations
- To provide safeguarding advice on recommendations which the Safeguarding Lead will make to the CEO on Church Army evangelists' commissions
- To attend core response groups as appropriate when working with Dioceses, in consultation with the Safeguarding Lead
- To advise on safeguarding queries and issues, which may include references to spiritual abuse, and take advice from ThirtyOne:Eight as appropriate
- To review the Safer Ministry Policy, and other safeguarding related policies
- To collate data for safeguarding reports for boards and steering groups as required
- To lead and advise on safer recruitment
- To conduct and review risk assessments for ex-offenders or blemished police checks as required
- To ensure that the safeguarding training map operates effectively
- To work with the Safeguarding Administrator and others on updating the safeguarding database
- To ensure Church Army complies with House of Bishops' guidance on safeguarding for Religious Communities and Theological Educational Institutes.
- To contribute to establishing a culture that prioritises safeguarding and develops healthy leadership patterns
- To provide safeguarding training in-house as and when required



ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and through pre-employment checks (e.g. references).

ESSENTIAL	DESIRABLE
Knowledge, experience and understanding	
Extensive experience of safeguarding adults and children	Experience of working within an Anglican Diocese
Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children and adults	Knowledge of Safeguarding legislation in Scotland, Ireland and Northern Ireland as well as England.
Experience of managing cases, involving statutory responses	Understanding of realities for those working within Christian ministry settings
Experience of undertaking risk assessments	

Detailed knowledge of safeguarding legislation, guidance and best practice	
Good knowledge and understanding of data protection requirements around safeguarding	
Knowledge of the Anglican church and the safeguarding requirements of the National Safeguarding Team	
Experience of working with victims/survivors of abuse	
Skills and Attributes	
Passion for safeguarding and developing safe cultures	
Strong communication skills	
Approachable and professional	
Able to handle confidential and sensitive information with due regard	
Collaborative team player	
Able to manage complex cases, assess risk and have difficult conversations in a non-judgemental and sensitive manner	
Able to work sensitively with those involved in safeguarding situations	
Ability to develop strong working relationships internally and externally	
Other	
Willingness to travel across the UK and Ireland	
Willingness to work evenings and weekends as required	
In sympathy with the Christian ethos of the organisation and its vision. Able to model the values in work.	

TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield. The staff based here are currently trialling an arrangement of 60% of contracted hours working from the office over the course of a month.
Salary	£44,312 per annum pro rata
Hours	18.75 hours per week. Some evening and weekend work required on occasion
Pension	5% employer pension contributions into an eligible scheme
Annual Leave	25 days plus Bank Holidays (total 33 days) pro rata
Probation Period	Six Months
Contract Type	Part Time, Open Ended
Notice Period	Three Months (after probation period)
Safeguarding Requirement	The post holder will be expected to complete basic and foundation training before they commence in post and senior level safeguarding training during their probation period.

We also offer our staff:

- Life Assurance cover at 3 x salary
- 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

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our [website](#) below our vacancies.



WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our [We Are Church Army](#) video.

Our Values

Everything we do is underpinned by our GRACEUP values:



Generous - We believe God is generous and we want to model that generosity to others.



Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.



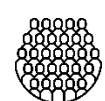
Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.



Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.



Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.



Unconditional - We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.



Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.



APPLICATION PROCESS

If you would like an informal chat about the role, please contact Faye Popham, at faye.popham@churcharmy.org.

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

Deadline: 9am on Tuesday 13th February 2024

Shortlisting date: Thursday 15th February 2024

Interview date: Wednesday 28th February 2024

The interviews will be held in person at our offices in Sheffield. The interview panel will include the Director of Organisational Development, the Associate Director of Organisational Development and Safeguarding Lead, and a Diocesan Safeguarding Officer.

What to expect from our Recruitment Process:

- Upload your completed application form on our website or email it to 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

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.