

SAFEGUARDING MANAGER

Join the Anglican Communion Office to provide professional leadership, oversight and delivery of safeguarding practice across the Anglican Consultative Council (ACC) and the Anglican Alliance, and to support the Anglican Communion Safe Church Commission.

Working within a trauma-informed and survivor-centred framework, the Safeguarding Manager will ensure that survivors' experiences meaningfully inform safeguarding governance, strategy and practice, including when their voices are expressed in challenging or uncomfortable ways.

The postholder will bring significant experience of delivering safeguarding work internationally, including training, capacity development or policy implementation across more than one country. They will be able to adapt safeguarding practice to different cultural, legal and ecclesial contexts.

This is not an administrative or secretariat-based role. The postholder will be expected to contribute authoritatively, guide and steer safeguarding work and exercise professional independence within Commission meetings and governance settings.

Responsibilities

Safeguarding leadership, governance and reporting

- Produce and deliver a realistic and achievable safeguarding operational plan, ensuring that it is appropriately communicated across the organisation.
- Establish robust systems for recording safeguarding concerns, managing cases and monitoring the delivery of training.
- Report regularly to senior management, the Secretary General and the Standing Committee on key safeguarding risks and emerging themes.
- Report on referrals to the Charity Commission for England and Wales.
- Identify and report near misses and learning points.
- Report on the outcomes of lessons learned reviews.
- Monitor and report progress against a fully funded safeguarding action plan.
- Raise safeguarding concerns directly with the Standing Committee where other escalation routes are inappropriate, unavailable or have not resulted in an adequate response.
- Promote safeguarding assurance, transparency and continuous improvement at organisational and governance levels.
- Seek, listen to and act upon independent advice, ensuring that the Standing Committee has appropriate assurance that safeguarding arrangements are competent, contextual and effective.

Policy, procedures and good practice

- Coordinate the review and development of Anglican Communion safeguarding policies, procedures and good practice guidance.
- Ensure that policies and procedures reflect current legislation and government guidance, and that the voices and experiences of victims and survivors are integral to the organisation's response.

Case management and survivor support

- Ensure safe, trauma-informed and culturally appropriate responses to disclosures of abuse.
- Promote meaningful engagement with and listening to survivors across different cultural contexts.
- Ensure that allegations of abuse are referred promptly to the appropriate statutory authorities or provincial bodies, with due regard to survivor choice, safety and context.
- Ensure that victims and survivors receive appropriate advice, pastoral support and professional support.
- Establish and monitor effective quality assurance systems for case management, risk assessment and the implementation and management of safeguarding agreements.
- Ensure that appropriate pastoral and professional support is available both to survivors of abuse and to those who pose a risk, while maintaining effective safeguarding risk-management arrangements.
- Ensure that lessons learned reviews are undertaken appropriately, recommendations are implemented and progress is evaluated and reported.

Safeguarding training

- Ensure the effective delivery of safeguarding training for all Anglican Consultative Council and Anglican Alliance staff.
- Develop and deliver training that is trauma-informed and survivor-centred.
- Ensure that training is relevant across diverse international, cultural, legal and theological contexts.
- Evaluate the quality of safeguarding training and its impact on practice.

Stakeholder communication and relationships

- Ensure that safeguarding policies, procedures and good practice guidance are communicated effectively.
- Develop relationships with external partners to secure appropriate support for victims and survivors.
- Ensure that survivor voices are central to safeguarding governance and decision-making.

Support for the Anglican Communion Safe Church Commission

Working alongside the Safe Church Commission consultant, the Safeguarding Manager will:

- Research and draft safeguarding resources, drawing on the expertise of Commission members, external evidence and an understanding of different international contexts.
- Coordinate and attend Commission working groups, distilling discussions and using them to revise resources and develop capacity development programmes.

- Maintain regular contact with provincial representatives and other Anglican Communion partners, learning from their experience, understanding emerging issues and ensuring that they are included in the Communion's safeguarding ministry.
- Develop and deliver culturally appropriate and linguistically diverse capacity development events and training.
- Draft reports following capacity development events.
- Prepare agendas for Commission and Standing Committee meetings, attend meetings and prepare reports where required.
- Attend meetings on behalf of the Commission with safeguarding organisations and partners involved in capacity development events.
- Undertake other tasks, under the direction of the Chair, to enable the Commission to fulfil its terms of reference.
- Liaise with contacts in the UK and across the Anglican Communion regarding funding for the Safe Church Commission.

Package

Person specification

- A postgraduate qualification in a relevant field or at least three years' safeguarding experience across a range of cultural and linguistic contexts.
- A strong understanding of safeguarding and Safe Church principles, including UK and international safeguarding practice.
- An understanding of the theology of safeguarding.
- Significant experience of delivering safeguarding work internationally, including training, capacity development or policy implementation across more than one country.
- Demonstrable sensitivity to different cultural norms, power dynamics, legal contexts and church structures.
- Proven ability to develop and deliver safeguarding resources and capacity development programmes for different cultural and linguistic contexts.
- Experience of supporting or working with international networks or commissions.
- Excellent oral and written communication skills.
- The ability to work effectively with a diverse range of people, including people from culturally and linguistically diverse backgrounds, children, young people and adults at risk of harm.
- A demonstrated ability to listen to and take seriously the experiences of survivors.
- A commitment to learning from other people's expertise, lived experience and international safeguarding knowledge.
- The ability to exercise authority ethically and transparently, while working collaboratively with others.
- Willingness to escalate safeguarding matters to the Secretary General and trustees when necessary.
- Willingness to undertake a Disclosure and Barring Service check and obtain a suitability for ministry statement from the postholder's diocese or member church.
- Willingness to travel internationally and work outside normal office hours when required.
- A practising Anglican or an active commitment to a Christian church.

LOCATION

St Andrew's House, 16 Tavistock Crescent, London, W11 1AP.

Hybrid working at St Andrew's House and from home.

Based in Westbourne Park, the office is a short walk from Notting Hill's Portobello Road and around the corner to Westbourne Park underground station.

CONTRACT

Hours: 28 hours per week across four days (flexible across the week, with a weekly team meeting on Tuesday).

Direct Reports: Safeguarding officers and the Safe Church Commission consultant

Key relationships: Standing Committee, management team, safeguarding officers, Safe Church Commission and Safe Church provincial representatives

Salary: pro rata from £58,000 PA.

APPLICATION

For an informal conversation please contact:
Grace Barlow, Director of Admin and Logistics:
Grace.Barlow@anglicancommunion.org

Applicants should send a CV and a cover letter outlining their suitability for the role to: HR@anglicancommunion.org

Applications close at 5pm on 14 August.
Shortlisting will take place on 17 August, with interviews held on 20 August.