



JOB DESCRIPTION

Post: **Safeguarding Officer**

Responsible to: This post reports to the Canon Missioner (Cathedral Safeguarding Lead)

With professional accountability and independent access to: Dean, Receiver General, Chapter, and Cathedral Safeguarding Committee (including Independent Chair)

Safeguarding Commitment

Canterbury Cathedral is committed to the safeguarding, care and wellbeing of children, young people and vulnerable adults. This post is subject to safer recruitment, including enhanced DBS check.

The postholder will operate in line with:

- Church of England safeguarding policy ("Promoting a Safer Church")
- National Safeguarding Standards (NSS)
- Guidance issued by the Church of England National Safeguarding Team
- House of Bishops Practice Guidance and Codes of Practice

Summary of post:

The Cathedral Safeguarding Officer will have particular responsibility for ensuring the whole cathedral community provides a safe environment for children, vulnerable adults, staff and volunteers, consistent with national policy and best practice.

The role involves establishing a good understanding and working overview of Cathedral activities and supported by the Senior Management Team, in particular the Canon Missioner, to help lead, promote and manage the development, implementation and maintenance of appropriate safeguarding policies, best practice and reporting. This will include working alongside many different people across the different groups, communities and congregations that make up Canterbury Cathedral. In addition, you will work closely and collaboratively with the Diocesan Safeguarding Team and other bodies.

The Cathedral Safeguarding Officer is the first point of call for professional advice when a safeguarding concern is raised. They must ensure that all advice is in line with legislation and policy, and guidance from the Church of England. The role therefore, requires a detailed understanding of safeguarding policy and good practice, with the postholder working well and closely with the Diocesan Safeguarding Team and, where necessary the Church of England's National Safeguarding Team. You will support SLT to evidence what good looks like in practice not just policy.

The Cathedral Chapter recognise that safeguarding is a collective and shared leadership responsibility and not the role of one individual, working within our Values, to inspire, implement and embed a culture of understanding, engagement and active participation of safeguarding throughout the Cathedral and instil behaviours of informed vigilance within our environment. You will ensure that safeguarding is embedded within strategic planning, operational delivery and decision making.

Hours of Work: 37.5 hours per week.

PRINCIPAL TASKS

1. Leadership, Culture and Accountability

- Promote a culture of safeguarding vigilance, professional curiosity, and shared responsibility across all Cathedral activities
- Provide constructive challenge to senior leaders, escalating concerns where required (including direct access to the Receiver General, Dean/Chapter where necessary)
- Ensure safeguarding is embedded within strategic planning, operational delivery, and decision-making
- Support leaders to evidence “what good looks like” in practice, not just policy

2. Policy, Compliance and Practice

- Lead the development, implementation and review of safeguarding policies in line with national guidance
- Ensure policies are:
 - Accessible
 - Understood
 - Actively used in practice
- Monitor compliance against:
 - National Safeguarding Standards
 - Safer recruitment requirements
 - Training and DBS expectations

3. Safeguarding Casework and Risk Management

- Act as the first point of contact for safeguarding concerns
- Provide timely, professional advice ensuring appropriate referrals to statutory agencies
- Oversee and contribute to:
 - Risk assessments
 - Risk management plans
 - Support plans
- Maintain accurate, confidential and compliant safeguarding records
- Work collaboratively with the Diocesan Safeguarding Team on complex or high-risk cases as outlined in the Memorandum of Understanding.

4. Survivor-Focused Practice

- Ensure all safeguarding responses are victim/survivor-centred, trauma-informed and respectful
- Provide or coordinate appropriate support, listening, and signposting
- Work with diocesan survivor support services, including chaplaincy provision

- Ensure the Cathedral responds to disclosures in a timely, transparent and compassionate manner

5. Quality Assurance, Audit and Continuous Improvement

- Lead safeguarding **audit, assurance and improvement activity**, including:
 - Internal audits
 - External/independent reviews
 - National Safeguarding Standards self-assessment
 - Work with the NST Regional Safeguarding Lead to deliver the National Quality Assurance Framework at the local level
- Develop and maintain a Safeguarding Action Plan with measurable outcomes
- Ensure audit findings are:
 - Acted upon
 - Embedded
 - Evidenced
- Maintain audit readiness in line with expectations seen in recent INEQE-style reviews

6. Governance and Reporting

- Prepare high-quality, analytical reports for:
 - Chapter
 - Safeguarding Committee
 - Safeguarding Working Group
- Reports to include:
 - Performance against safeguarding priorities
 - Risk profile and emerging themes
 - Compliance data (training, DBS, casework)
 - Learning and improvement actions

7. Training and Workforce Development

- Engage in Professional Supervision provided by the NST Regional Safeguarding Lead
- Deliver and coordinate safeguarding training in line with the NST Safeguarding Learning & Development Framework
- Ensure:
 - All staff and volunteers complete required training
 - Training is role-appropriate and regularly refreshed
- Promote learning from:
 - Case reviews
 - National guidance
 - Local safeguarding trends

8. Partnership Working

- Maintain strong working relationships with:
 - Diocesan Safeguarding Team
 - Church of England National Safeguarding Team
 - Police, Local Authority and statutory partners
- Represent the Cathedral in relevant safeguarding networks
- Attendance at the DCSAP, diocese and Cathedral safeguarding advisory panel

9. Safer Recruitment and Workforce Compliance

- Work with HR to ensure:
 - Safer recruitment processes are robust and compliant

- DBS checks and renewals are completed and monitored
- Safeguarding training compliance is tracked and enforced

10. Escalation and Professional Challenge

- Challenge poor practice or non-compliance robustly
- Escalate unresolved concerns appropriately, including beyond line management where necessary
- Demonstrate professional independence and integrity

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions. You must co-operate with the Cathedral in complying with statutory duties and not interfere with or misuse anything provided for health, safety and welfare.

Confidentiality

The postholder will have access to highly sensitive personal information. All safeguarding information must be handled in strict confidence and in accordance with data protection legislation and Cathedral policy.

Equality Statement

Chapter recognises that discrimination and victimisation are unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. Recruitment and employment decisions will be made in accordance with the Equality Act 2010.

This job description is provided to assist the post holder in understanding the principal duties of the role. It may be amended from time to time in consultation with the post holder, without change to the level of responsibility appropriate to the grading of the post.

Additional Responsibilities:

- To ensure that the highest standards of professional performance are maintained.
- To promote equal opportunities and diversity in the work of the Cathedral team.
- The Cathedral has adapted a ten-year Strategic Plan which assumes ongoing reshaping and development so that aspects of this role may need to change over time following reflection and informal consultation.
- Ensure professional skills are regularly updated through participation in training and development activities. Participate in the arrangements for performance review.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Undertake any other appropriate duties that the line manager, senior manager or Chapter may request from time to time.
- The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any proposed changes to your job description.

Health and Safety:

- Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.
- Ensure all Cathedral policies are adhered to and ensure the team has a well understood and working knowledge of them.
- Attend Health and Safety training as required

Confidentiality

- Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

PERSON SPECIFICATION

By embracing the Cathedral's Code of Conduct, demonstrate the commitment to creating a positive, inclusive and respectful community at Canterbury Cathedral, where everyone can flourish and contribute to making real in this place the gift of 'life in all its fullness'.

Integrity, Values and Behaviours	
<ul style="list-style-type: none">• Sympathetic to the overall mission of the Cathedral, recognise the ambassadorial role for the Cathedral and have a willingness to work within the core values of the Cathedral.	E E
<ul style="list-style-type: none">• Offer a hand of support and welcome to all with a genuine kindness and willingness to help, making time to listen and care for all, treating people with respect and courtesy.	E
<ul style="list-style-type: none">• Take responsibility for noticing those around us who are struggling• Excellent interpersonal skills, with an ability to work collaboratively in an approachable and constructive manner, cooperating with colleagues of different disciplines	E E
<ul style="list-style-type: none">• Ability to maintain the highest standards of confidentiality, and to work sensitively with those who may be affected by safeguarding issues.	E
<ul style="list-style-type: none">• Able to show initiative and work towards a common vision as outlined in the strategic plan.	E
<ul style="list-style-type: none">• A willingness to challenge stereotyping, prejudice, discrimination, and bias.• Mature, reliable and calm under pressure.	E E E
<ul style="list-style-type: none">• Able to work well in a multi-disciplinary team and keep an open mind to create a safe space in which to succeed and fail.	E
<ul style="list-style-type: none">• Professional and accountable approach to work with a high attention to detail and willingness to set high standards.	E E
<ul style="list-style-type: none">• Caring and compassionate.• Recognise their own limitations and encourage others to build a community of compassion - support and encourage others so that they can thrive.	E E

- | | |
|--|--|
| <ul style="list-style-type: none"> • Focused thinker with the ability to think laterally and creatively find solutions. • Good working knowledge of Microsoft Office, particularly Outlook, Teams, Word and Excel. Good IT skills and an interest in modern technology and innovation, with a commitment to incorporate technology where appropriate | |
|--|--|

Qualifications

- Relevant professional qualification or equivalent within a relevant discipline (for example social care, probation service or police) with current professional registration where applicable
- Participate in regular safeguarding supervision and reflective practice arrangements.

EQUALITY STATEMENT

Chapter recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with the post holder, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.

Canterbury Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.