

Job Description

Deputy Diocesan Safeguarding Officer/ Cathedral Safeguarding Officer

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include support for local mission and ministry, finance, property, GDPR and data, communications, and safeguarding services.

NDBF also provides a safeguarding service to Norwich Cathedral, which is governed by a Service Level Agreement that sets out the expectations of both parties. As part of this, NDBF commits to employing a safeguarding professional who will cover the responsibilities of a Cathedral Safeguarding Officer on a part time basis, offering support across the wider diocese as the other element of their role.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team and Norwich Cathedral.

Purpose of the Role

The Deputy Diocesan Safeguarding Officer/Cathedral Safeguarding Officer (DDSO/CSO) will advise and support the Cathedral and Diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance, national policy/code of practice, and guidance from the House of Bishops.

Key working relationships

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| Line manager | Diocesan Safeguarding Officer |
| Positions managed | None |
| Internal (Diocese) | Diocesan Safeguarding Officer and safeguarding team members Bishop of Norwich and the Bishop's delegated safeguarding lead Senior Staff of the Diocese and NDBF Independent Chair of the Diocesan Safeguarding Advisory Panel Parish Support Team Colleagues |

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| Internal (Cathedral) | Cathedral Dean and Chapter Cathedral clergy, staff, volunteers and congregation Independent Chair of the Cathedral Safeguarding Committee |
| External | Licensed clergy and those in authorised ministry Deanery/Parish safeguarding officers Partners coming under the umbrella of Diocesan structures Relevant officers in the various statutory safeguarding authorities The National Safeguarding Team. |

The role is set out in two parts: Deputy Diocesan Safeguarding Officer (60%) and Cathedral Safeguarding Officer (40%) over a 35-hour week.

In the Cathedral, Chapter has determined that the DDSO/CSO will have the authority to make decisions independently of the Dean and Chapter in respect of key safeguarding tasks, including:

- Supporting complainants in safeguarding-related issues
- Escalating incidents to the Diocesan Safeguarding Officer, National Safeguarding Team, statutory authorities and the Charity Commission
- Advising on the suspension of clergy (as agreed with the DSO) and other church officers in safeguarding matters
- Investigating and/or commissioning investigations into safeguarding incidents if appropriate (and compliant with Church of England guidance)
- Risk assessments and associated plans for church officers (as agreed with the DSO) and members of the congregation

Main Duties and Responsibilities

Standard 1: Organisational culture, leadership and capacity

Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

The DDSO will support the Diocese in this standard by:

- Deputising for the DSO and providing leadership to the Safeguarding team
- Overseeing safeguarding casework, ensuring timely progress, appropriate responses and effective communication
- Working with the Diocesan Safeguarding Officer and safeguarding team, Diocesan Bishop, senior clergy, the Diocesan Secretary, and other key staff to support, develop and improve the safeguarding practice and culture across the Diocese.
- Cooperating with and supporting the work of the Diocesan Safeguarding Advisory Panel as required.
- Supporting the Diocesan response to quality assurance and audit processes.
- Ensuring that appropriate learning and reflective practice takes place across the Diocese from casework, including as required by the Safeguarding Practice Reviews Code of Practice, commissioning and requesting reviews.
- Give advice, information and support to Parochial Church Councils (PCCs) and defined partners within the Diocese on the implementation of [Safeguarding Code of Practice and House of Bishops Safeguarding Guidance](#) and, where appropriate, challenging on what has been done to implement that guidance.

As CSO, they will lead the Cathedral's work on this standard by:

- Working with the Chapter, Dean, other senior clergy, the Chief Operating Officer, other senior staff, relevant Cathedral committees and structures (including the Cathedral Safeguarding Committee), the Diocesan Safeguarding Advisory Panel and key diocesan staff to support, to develop and improve the safeguarding practice and culture across the Cathedral.
- Cooperating with and supporting the work of the relevant Cathedral committees and structures and the Diocesan Safeguarding Advisory Panel as required.
- Managing the Cathedral's response to ongoing safeguarding quality assurance and audit processes, specifically the INEQE (Ineqe Safeguarding Group) audit with planning already in preparation for the auditors visit in January 2027.
- Managing the Cathedral safeguarding dashboard and safeguarding action plan.
- Escalating safeguarding concerns or issues to the appropriate body, such as the Diocesan Safeguarding Team, and/or the relevant statutory safeguarding agency, including the Charity Commission, and/or the National Safeguarding Team, as the situation requires.
- Ensuring that appropriate learning and reflective practice takes place across the Cathedral and contributing to learning within the Diocese arising from safeguarding casework, including, where required, commissioning or requesting safeguarding practice reviews.

Standard 2: Prevention

Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.

The DDSO will support the Diocese in this standard by:

- Implementing, or co-ordinating the Implementation of [Safeguarding Code of Practice and House of Bishops Safeguarding Guidance](#) across the whole Diocese.
- Giving advice, support, direction, and challenge on safeguarding matters, as required, to the Diocesan Bishop, other church officers and church bodies within the Diocese.
- Supporting the provision of, safeguarding training across the Diocese, as required by the Church of England's [Safeguarding Learning and Development Framework](#)

As CSO, they will lead the Cathedral's work on this standard by:

- Co-ordinating the implementation of Safeguarding Code of Practice and House of Bishops Safeguarding Guidance
- Giving advice, support, direction and challenge, as required, to the Dean, Chapter and other church officers across the Cathedral.
- Providing, or co-ordinating the provision of, safeguarding training across the Cathedral, according to the Church of England's Safeguarding Learning and Development Framework.

Standard 3: Responding to and managing risk

Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working.

The DDSO will support the Diocese in this standard by:

- Responding and Co-ordinating to all aspects of allocated safeguarding casework within the Diocese alongside the existing safeguarding team, ensuring that work is completed as required by Safeguarding Codes of Practice, House of Bishop's Safeguarding Guidance and all other relevant statutory guidance and legal responsibilities.
- Offer the Diocese a professional safeguarding response to safeguarding concerns or allegations against church officers in line with the above practice codes and guidance
- Ensure records are kept that are accessible, accurate, securely held and able to be analysed using MyConcern- National Case Management System
- Maintain up to date knowledge of safeguarding legislation and best practice.

As CSO, they will lead the Cathedral's progress on this standard by:

- Ensuring that all allegations and concerns relating to Church Officers are reported to the Diocesan Safeguarding Officer and the relevant code of practice is followed.
- Leading and coordinating all aspects of safeguarding casework within the Cathedral, ensuring that all work is completed in line with the Safeguarding Code of Practice and House of Bishops Safeguarding Guidance which will include all other relevant statutory guidance and legal responsibilities.
- Advising on all relevant risk assessments and safety plans.

Standard 4: Victims and Survivors

Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.

The DDSO will support the Diocese's progress on this standard by:

- Co-ordinating the Diocese's response to those reporting abuse
- Giving advice, information and support to victims/survivors of abuse and ensure the Diocese and Cathedral responds well to those who have experienced abuse.
- Leading the ongoing implementation of the House of Bishop's policy, [Responding Well to Victims and Survivors of Abuse](#).

As CSO, they will lead the Cathedral's progress on this standard by:

- Coordinating the Cathedral's response to those reporting abuse.
- Leading the ongoing implementation of the House of Bishop's Responding Well to Victims and Survivors of Abuse.

Standard 5: Learning, supervision and support

All those engaged in safeguarding-related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

The DDSO/CSO will lead the Diocese and Cathedral's progress on this standard by:

- Working collaboratively with the National Safeguarding Team and other Church of England Safeguarding Officers and attend national safeguarding events and activities as required.
- Engaging in professional supervision and quality assurance provided by the Diocesan Safeguarding Officer, and in professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework are met.

Person Specification

| | Essential | Desirable |
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| Qualifications and Experience | | |
| A relevant professional qualification or equivalent (for example social care or criminal justice) with current professional registration, where applicable | X | |
| Experience of safeguarding, working with children, young people, or adults at risk at senior practitioner level | X | |
| Experience of assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults | X | |
| Experience of keeping and maintaining safeguarding records and safeguarding administration | X | |
| Experience of child or adult safeguarding in a church/faith context | | X |
| Knowledge and Skills | | |
| Prioritising workload, time management, dealing with conflicting priorities and meeting deadlines | X | |
| Identify and assess key issues in the field of safeguarding children and adults. Analyse complex situations and advise appropriately | X | |
| Work constructively with a wide range of interested parties including staff in the statutory and voluntary sectors | X | |
| Deal sensitively and appropriately with confidential information | X | |
| Sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues | X | |
| Keep up to date with legislative developments in the field | X | |
| Effective verbal and written communication skills | X | |
| Knowledge of general IT systems and applications including spread sheets, word processing, power point and database | X | |
| Excellent attention to detail | X | |
| Current knowledge of Safer Recruitment | | X |
| Some understanding of the Church of England and its structures, including the legal framework. The post holder must not have a conflict of interest which will impact on undertaking the safeguarding role | | X |
| Personable Attributes | | |
| Professional, friendly, and approachable particularly when under pressure | X | |
| Willingness to work on own initiative and be accountable | X | |
| A strong commitment to safeguarding as an essential part of the church's work | X | |
| Availability | | |
| The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available | X | |
| Current driving licence and have a car available for travel throughout Norfolk and Waveney | X | |

Summary of Terms and Conditions

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| Role | Deputy Diocesan Safeguarding Officer/Cathedral Safeguarding Officer |
| Hours | Full time - 35 hours per week. Two days based at Norwich Cathedral and three days working on Diocesan matters (this would also include some phone calls and meetings outside of normal office hours) |
| Pension | Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover. |
| Annual Leave | 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service. |
| Term | Permanent. Probationary period will be 6 months. |
| Notice Period for both employee and employer | 1 month notice during probation period, 2 months afterwards |
| Expenses | Working expenses are paid at the Diocesan rates |
| Base | Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES Norwich Cathedral, 65 The Close, Norwich NR1 4DH Hybrid Working may be considered (up to a maximum of two days working from home). |
| Contract | The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF) |
| Status | The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check with barring before taking up the post. |

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.