



Exeter
Cathedral



Cathedral Safeguarding Officer *Application Pack*

Title: Cathedral Safeguarding Officer

Department: Administration

Reporting to: Chief Operating Officer in respect of employment and to the Diocesan Safeguarding Team in respect of technical safeguarding matters.

Key Relationships: Cathedral Chapter, Cathedral Safeguarding Lead, Cathedral Strategic Safeguarding Committee, Cathedral Operational Committee, Heads of Department.

Hours of Work: Part time 16hrs a week
(832 hours per annum on an annualised contract)

Salary: £15,683 per annum (FTE is £34,307)

Contract type: Permanent



Background to the role:

Exeter Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat, which is the symbol of his authority. The Cathedral is a registered charity and is run and managed by the Chapter. Chapter is supported by the College of Canons.

Purpose of the Role:

The role of the Cathedral Safeguarding Officer is to maintain and build on the strong culture of safeguarding at Exeter Cathedral and carry out an effective safeguarding role as a key visible member of the Cathedral team. The role holder will promote awareness and understanding throughout the Cathedral community of staff, volunteers and worshippers of the needs of children and vulnerable adults and actively promote the culture that their interests are paramount.

The successful applicant will be responsible for the development and implementation of Cathedral safeguarding arrangements, good practice, policy and training. The Cathedral Safeguarding Officer will make sure that safeguarding risks are

appropriately managed and ensure that the Cathedral is applying any emerging national policies, procedures and best practice so that our ways of working continue to remain current.

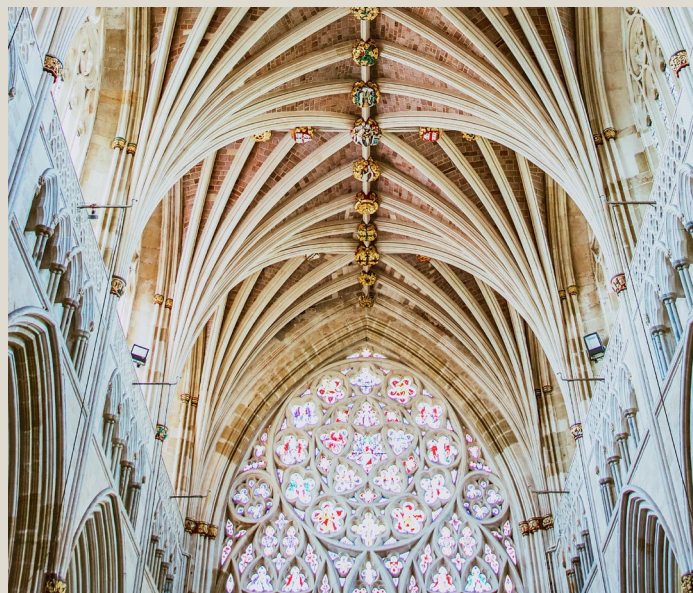
The role does not carry with it responsibility for safeguarding casework in respect of safeguarding allegations. Such casework is handled by the Diocesan Safeguarding Team (DST) with whom you will have a key relationship. From time to

time the DST may require you to deal with cases in respect of safeguarding concerns. In all cases it will be for the DST to determine the allocation of cases. The role includes ensuring that all safeguarding allegations are promptly and appropriately handed for triaging to the DST. Further, in liaison with the DST the role holder will effectively communicate and engage with survivors and victims of abuse.

The Cathedral Safeguarding Officer will advise the Chapter on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. They will work collaboratively with the DST and the National Safeguarding Team.

Duties and Responsibilities:

- To support the development, implementation and maintenance of appropriate safeguarding policies and procedures in line with the Church of England's safeguarding policy and practice guidance.
- To provide professional advice, guidance, and counsel to the Chapter (the Cathedral's governing body), staff and volunteers.
- To work with the Chapter Safeguarding Lead to progress the recommendations of the September 2024 INEQE Safeguarding Audit.
- To monitor and support the delivery of the Cathedral's Safeguarding Action Plan.
- To hand safeguarding all casework to the DST (unless the DST specifically allocate safeguarding concern cases to you), and with the permission of the DST to use *MyConcern* to keep accurate records, regularly auditing records in relation to current and non-recent safeguarding issues.
- To work with the Chapter Safeguarding Lead to produce monthly reports and an Annual report for Chapter on safeguarding in the Cathedral.



- To attend and report to the Cathedral Strategic Safeguarding Committee, the Operational Safeguarding Committee, the Diocesan Safeguarding Panel working with the Independent Chair of the panel to take all the committees' work forward.
- To collaborate with staff and volunteers in ensuring relevant teams have adopted and implemented the Cathedral's safeguarding policy and procedures, and that they are aware of their safeguarding responsibilities and kept up to date with the latest requirements and good practice including how to identify safeguarding incidents.
- To work with the Chief Operating Officer and other staff to advise on operational and activity risk assessments, with specific reference to safeguarding.
- To work with the DST in managing risk assessment processes relating to individuals who either pose a risk to or have been convicted of offences against children, young people, and vulnerable adults and to assist them in the preparation of Safety Plans.
- To challenge areas of non-compliance or poor practice relating to safeguarding, escalating unresolved issues in accordance with our Safeguarding policy.
- To provide appropriate care and support, professional advice and guidance to victims and survivors of abuse, ensuring that the Cathedral responds in a timely and effective manner and in accordance with best practice, working with the DST where appropriate.
- At the request of the DST to collaborate with the police, local authority, and other bodies, but not otherwise.
- To maintain healthy working relationships with the DST and Church of England's National Safeguarding team, the police, local authority, and other Cathedral safeguarding professionals attending local, regional, and national events and activities as appropriate.
- To work with our Chief Operations Officer and any others whom the COO directs to monitor staff and volunteer records, especially in relation to safer recruitment and safeguarding learning.
- Ensuring that all staff and volunteers have access to appropriate safeguarding learning for their role, complying with the House of Bishops Policy and Practice Guidance.
- Any other reasonable duties from time to time as may be required by Chapter.
- To ensure that the highest standards of professional performance are maintained.



- To promote equal opportunities and diversity in the work of the Cathedral team.
- To participate in the arrangements for performance review and appraisal.
- To ensure that professional skills are regularly updated through participation in training and development activities.
- To attend staff meetings, sub-committees, working and other groups as appropriate and/or directed.

We acknowledge that this role is wide-ranging. In what is outlined above, we want to express as fully as possible the scope of the role to be transparent, but we also want to be realistic. Your role will require you to work closely with the DST to whom you should look for professional support and assistance as outlined in the Cathedral Service Level Agreement with the Diocese of Exeter.

Candidate Profile

Essential:

- Understanding of and enthusiasm for the Cathedral's mission, ethos, and values, with an ability to engender this in others through your work.
- A person in sympathy with the Christian faith.
- Good working knowledge of current safeguarding legislation and guidance.
- Experience of managing risks.
- Understanding of data protection and data management requirements pertaining to sensitive data.
- Relevant professional qualification, or equivalent experience, within a relevant discipline (e.g., health/social care, probation service, police, or education), with current professional registration where applicable.
- Ability to work collaboratively with both the DST and across the Cathedral
- Excellent people skills, with an ability to work collaboratively in an approachable and constructive manner, cooperating with colleagues of different disciplines.
- Ability to maintain the highest standards of confidentiality, and to work sensitively with those who may be affected by safeguarding issues.
- Ability to work both independently and in teams, using one's own initiative and being accountable.
- Excellent organisational and time management skills, with meticulous attention to detail.
- A willingness to challenge stereotyping, prejudice, discrimination, and bias.
- Good working knowledge of Microsoft Office, particularly Outlook, Teams, Word, and Excel.

Desirable:

- Experience in the risk management of those who have offended against, or may pose a risk to, children, young people, or vulnerable adults.
- Good understanding, or experience of, working with victims and survivors of abuse.
- Good knowledge, or some experience, of the culture and work of the Church of England or another Christian denomination.



Working for us

Working Pattern

16hrs a week on a pre-agreed rota. This role operates Monday to Sunday throughout the year. Some working at weekends and/or bank holidays maybe required. Additional hours maybe required to fulfil the requirements of the role at certain times throughout the year. Overtime is paid at the normal hourly rate.

Annual Holidays

The holiday entitlement is 30 days per year (pro-rata) including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

Pension Scheme

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

Discounts

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts.

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

Appointment is subject to clearance from the Disclosure and Barring Service at the Enhanced level and receipt of appropriate references.



How To Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your curriculum vitae, if you wish.

For an informal conversation about this role please email vacancies@exeter-cathedral.org.uk

Applications should be sent by email or post to:

Post: Catherine Escott, Chief Operating Officer, 1 The Cloisters,
Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is Monday 24 February 2025.
Interviews will be Monday 3 March.

