



# Safeguarding Director Diocese of Newcastle



Diocese of Newcastle

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Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

## Overview

# Safeguarding Director

## & Designated Safeguarding Officer (DSO) for the Diocese

Full time/37.5hrs

£64,500

We are committed to the highest standards of safeguarding, supporting victims and survivors of abuse; and creating a positive safeguarding culture in every Church and worshipping community in every corner of our diocese.

We are reshaping and building our safeguarding infrastructure and this exciting brand new Director post will bring us the extensive experience of a professional safeguarding practitioner and senior manager/leader who will also have a key role to play in all our diocesan organisation-wide senior leadership structures and decision making.

In particular our new Director will:

- Lead and champion our commitment for transformational safeguarding at the highest strategy, leadership, management and operational levels.
- Be responsible for creating, leading, and collaborating on our Safeguarding Strategy which will ensure we are able to evidence and track progress against the Church of England's National Safeguarding Standards.
- Bring us creative and innovative opportunities which will broaden and deepen our safeguarding awareness and confidence throughout our diocese.
- Lead, manage and support our Safeguarding team, ensuring resilience and priority setting/practical solutions focused approaches.
- Ensure robust management of risk and quality advice and guidance.
- Build on recent audit processes.
- Enable broad stakeholder involvement and participation in our safeguarding work.
- Develop effective ecumenical; and multi agency working in particular furthering safeguarding partnership work
- Analyse casework and casework reports and be responsible for bringing to the Bishop's Staff Team, the Diocesan Safeguarding Advisory Panel, Bishops Council and others, where lessons can be learned and improvements can continually be made.

## Overview

In addition this post will be the Designated Safeguarding Officer (DSO) post as part of the Church of England's ongoing national practice and policy developments.

### About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Working alongside the National Church of England Safeguarding Team, Clergy, Laity, including Parish Safeguarding Officers and Churchwardens, and building will build professional working relationships and networks with our statutory bodies.

### Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS

Due to the nature of the post there is a requirement for work to be carried out flexibly including working from home, the Diocesan Office and throughout the Diocese. Some evening and weekend work will be required over the year.

# Overview

## Accountability and key relationships

- Safeguarding team members
- Bishop of Newcastle, Bishop of Berwick
- The Archdeacon of Northumberland, the Archdeacon of Lindisfarne
- Senior staff of the Diocese and Diocesan Board of Finance
- Independent Chair of the Safeguarding Panel
- The Dean of Newcastle Cathedral and senior cathedral staff
- Those in licenced and authorised ministry
- HR advice and support
- Deanery and parish safeguarding officers, and volunteer trainers
- Relevant officers in the various statutory safeguarding authorities
- National Safeguarding Team (NST), including the Regional Safeguarding Lead.

## Reporting to the Safeguarding Director

- Safeguarding Adviser/casework
- Safeguarding Adviser/learning and development
- Chaplain for Survivors and Victims
- Administrative support.
- Designated volunteers, contractors etc

<b>Main purpose</b>	As our senior colleague and safeguarding lead, to bring expertise, skill and knowledge to all our diocesan vision, mission contexts and strategic and operational plans.
<b>As Director of Safeguarding - main duties</b>	<ul style="list-style-type: none"> <li>• To be a collaborative, engaged and supportive, senior colleague.</li> <li>• As part of our governance arrangements and within senior staff groups and meetings, to contribute confidently and bring specific safeguarding expertise, perspective, insight and input to all our discussions and plans.</li> <li>• To support organisational change and work collaboratively to develop innovative and effective new ways of working in an ever changing Church, and national, context.</li> <li>• To role model our senior leadership values - to grasp nettles and bring a practical problem solving approach and style.</li> <li>• To line manage and give feedback to the safeguarding team, managing with compassion and professional integrity bringing a coaching and mentoring style that will enable personal and professional development, and grow confidence in others.</li> <li>• To take the lead on specific projects and initiatives that complement and develop our safeguarding within our structures.</li> <li>• To explore, develop and review/ update the Memorandum of Understanding with the Cathedral and our safeguarding colleagues and cathedral safeguarding policies and practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• To professionally supervise the Safeguarding Advisers within the Church of England’s trauma informed safeguarding supervision approaches.</li> <li>• To build resilience with our safeguarding casework, including (and supporting) our out of hours cover as appropriate.</li> <li>• To communicate effectively with a wide range of diocesan stakeholders and to present at senior and governance levels with ease, confidence and credibility - able to engage diverse stakeholders and audiences with authenticity and expertise.</li> <li>• To represent the diocese on appropriate regional/national boards and working groups.</li> </ul>
<p><b>As Diocesan Safeguarding Officer (DSO) - main duties</b></p>	<p>The Diocesan Safeguarding Officer holds the following responsibilities, arranged according to the Church of England’s National Safeguarding Standards:</p> <p><b>1. Prevention</b></p> <p>To continue the development of safer churches across the Diocese, with the aim to prevent abuse (as far as possible), by:</p> <p>1.1 Co-ordinating the implementation of House of Bishop’s safeguarding policy and practice guidance across the diocese;</p> <p>1.2 Giving advice, support, direction and challenge, as required, to the Diocesan Bishop, other Church officers and parochial church councils in the diocese, with the purpose of ensuring that each Church body within the diocese is compliant with the requirements set out in this policy and guidance and can evidence and track progress.</p> <p>1.3 Ensuring the provision of, safeguarding training across the Diocese, according to the Church of England’s <i>Safeguarding Learning and Development Framework</i>.</p>

## **2. Organisational culture, leadership and capacity.**

To continue the development of improved safeguarding practice and healthy safeguarding cultures across the Diocese by:

2.1 Working with the Bishop, other senior clergy, the Diocesan Secretary, the Diocesan Safeguarding Advisory Panel (DSAP) and other key staff to identify challenges to the development of good safeguarding practice and culture, and designing and implementing a plan to address those challenges;

2.2 Ensuring robust and effective policies and practices in line with national requirements, and that there is effective and robust record keeping practices for all casework, advice and guidance, training and other relevant records.

2.3 Cooperating with, and supporting the work of, the DSAP.

2.4 Coordinating the Diocesan response to ongoing safeguarding quality assurance processes and reviews and regular audit processes, including the provision of information and analysis as requested and the implementation of recommendations for practice improvement.

2.5 Escalating safeguarding concerns or issues to the appropriate body, such as the DASP, and/or the relevant statutory safeguarding agency, including the Charity Commission, and/or the NST as the situation requires.

2.6 Ensuring that appropriate learning and reflective practice takes place across the Diocese from safeguarding casework, including, where required, requesting lessons learned reviews.

## **3. Responding to and managing risk**

Ensure that safeguarding risks in the Diocese are reduced, as far as is possible, by:

3.1 Leading on all highly complex casework.

3.2 Leading and coordinating all aspects of safeguarding casework within the Diocese, ensuring that all work is completed in line with House of Bishop's safeguarding policy and guidance and all other relevant statutory guidance and legal responsibilities and delegating casework appropriately within the context of the diocesan safeguarding team.

3.3 Ensuring that any allegation or report of abuse received against anyone involved in the Diocese that meets the threshold of referral to the police or any other statutory agency is referred without delay.

3.4 Linking and liaising with HR advice and guidance where casework falls within the scope of employment law provisions in addition to safeguarding requirements.

3.5 Ensuring that, if there is any uncertainty about whether an allegation, report or suspicion of abuse received against anyone involved in the Diocese meets the threshold for referral above, that appropriate consultation with that agency takes place without delay so that a referral can be made if required.

3.6 Providing advice to the Bishop(s) regarding the suspension of clergy in safeguarding matters, following consultation with the NST Safeguarding Lead.

3.7 Co-operating with, and supporting the work of, the police, local authorities and other bodies in cases in which it is reported or suspected that abuse has occurred.

3.8 Advising the Bishop when a risk assessment or other safeguarding assessment on a Church officer is required, what the nature and extent of that assessment should be, and making arrangements for the assessment to be carried out.

3.9 Advising the Bishop to ensure that the recommendations of any risk assessment or other safeguarding assessment about a Church officer are implemented.



3.10 Taking such other action in connection with safeguarding matters as the Diocesan Safeguarding Officer considers necessary or appropriate.

#### **4. Victims and survivors**

Ensure that those reporting abuse within the Diocese are responded to with compassion, acceptance and sensitivity by:

4.1 Coordinating the Diocese's response to those reporting abuse, including, as necessary, the provision of therapeutic support, a Support Person, spiritual and pastoral support, and an apology.

4.2 Leading the ongoing implementation of the House of Bishop's Policy, *Responding Well to Victims and Survivors of Abuse*.

#### **5. Learning, supervision and support.**

Ensure that own practice is safe, and knowledge and expertise meets the duties of the role, by:

5.1 Working collaboratively with the NST and other Church of England Safeguarding Officers and attending national safeguarding events and activities as required.

5.2 Engaging in professional supervision provided by the relevant Safeguarding Lead or other professional and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Diocesan Safeguarding Officers are met.

#### **6. Management and Governance**

6.1 Leading the Safeguarding Team through effective management, mentoring and coaching, and supporting the team's wellbeing and development, both as a team and as individuals.

6.2 Managing the safeguarding budget including authorising expenditure, forecasting and planning, and monitoring spend.

6.3 Participating in organisational planning and developing a safeguarding strategy and annual operational plan.

6.4 Participating in, and engaging with, any management teams or groups of which the role is a member, attend such meetings and other activities.

6.5 Managing the governance function of the team by ensuring that robust and effective policies and procedures are developed and followed, and that these are compliant, transparent, clear and fit for purpose.

6.6 Representing the Diocese at national and regional networks in relation to child protection and adult protection.

6.7 Ensuring the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all the work.

6.8 Actively promoting the Diocese's Equality, Diversity and Inclusion policies in all aspects of the role.

6.9 Undertaking other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.

6.10 To work with the Cathedral Safeguarding Adviser, offering line management, feedback, and supervision where appropriate to the post holder; building working relationships with the Dean and Cathedral staff which will encourage effective and supportive safeguarding collaboration.

## Professional Development

- To remain up to date with the development of government policy, Church of England policy and practice guidance and maintain continuing professional development.
- To have a good working knowledge of local multi-agency safeguarding partnership arrangements.

Key Criteria	Essential
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant safeguarding significant senior qualification/experience (e.g. social work, health, police etc.) with current or recent registration where applicable.</li> <li>• Relevant up to date training in child or adult protection with ability to demonstrate transferrable knowledge across sectors and client groups.</li> <li>• Senior leadership qualification.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Able to provide clear leadership and management responsibility across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.</li> <li>• Able to initiate and manage organisational change including developing innovative and effective new ways of working.</li> <li>• Able to think strategically and act pragmatically, producing appropriate plans and delivering results</li> <li>• Significant experience of managing teams and people.</li> <li>• Managing risk effectively, giving advice and support in complex situations.</li> <li>• Working in a safeguarding context where victim and survivor safety and support is paramount.</li> <li>• Experience of leading and managing complex casework and working alongside or within statutory safeguarding agencies.</li> <li>• Able to identify and assess risk, and to develop plans which keep people safe.</li> <li>• Able to give feedback and hold difficult conversations.</li> <li>• Able to apply safeguarding practice in ways that deliver positive outcomes for children and adults.</li> <li>• Up to date knowledge of research and evidence-based, and trauma informed – practice models relevant to safeguarding.</li> <li>• Able to communicate clearly and effectively – engaging diverse stakeholders and audiences with credibility, authenticity and expertise.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to build effective and collaborative relationships across a wide range of stakeholders, including victims, survivors, and perpetrators</li> <li>• Able to build and develop collaborative relationships with networks and colleagues who do not come from a professional safeguarding background.</li> <li>• Able to offer training and support (and mentoring and coaching) with an understanding of how adults learn.</li> <li>• A working knowledge of the DBS systems, rules and protocols.</li> <li>• Knowledge of working with confidential materials subject to data protection and when information should be shared.</li> </ul>
<p><b>Personal Competencies</b></p>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills - written, oral and presentational.</li> <li>• Able to inspire trust and confidence.</li> <li>• Emotionally intelligent, with a good understanding of self (including understanding how personal history, life experience and characteristics inform understanding of, and response to, safeguarding situations).</li> <li>• Experience of having written safeguarding reports on specific children or adults and/or having conducted safeguarding risk assessments;</li> <li>• Ability to maintain the highest levels of confidentiality;</li> <li>• Able to identify and challenge poor practice;</li> <li>• A proven ability to develop and sustain relationships with internal and external partners and ability to network efficiently;</li> <li>• Ability to demonstrate an understanding of church culture and church ethos and ability to work within it – able to appreciate and work within the context of paid employees, office holders, and volunteers.</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office/IT applications.</li> <li>• Able to maintain and manage good quality record keeping.</li> <li>• Able to use own initiative to prioritise workload to ensure that tasks are completed in an efficient and timely manner.</li> <li>• Able to analyse complex situations and advise appropriately.</li> <li>• Have empathy with the mission of the Church of England and be able to demonstrate behaviours consistent with the Diocesan values of being generous, engaged and open.</li> <li>• Own transport or ability to travel throughout the diocese.</li> <li>• Be able to be flexible and be prepared to work outside normal office hours, on occasion, according to the needs of the service and willing to work at other office locations as required.</li> <li>• Be able to challenge discriminatory attitudes, statements and behaviour.</li> <li>• Be committed to working collaboratively across the diocese.</li> <li>• Be committed to our regional and national Church safeguarding networks and to take up opportunities to be an active part of them.</li> <li>• Be friendly and approachable in ways which generate and encourage confidence and support.</li> <li>• Be of good humour.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of national church safeguarding policies;</li> <li>• An understanding of the culture of the Church of England.</li> </ul>

### Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

## Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

## Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

\* \* \* \*

**Closing date for applications** – Monday 6<sup>th</sup> January at 9.30am

For application details please visit: <https://www.cofepathways.org/members/modules/job/detail.php?record=7914>

For wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan email: [info@newcastle.anglican.org](mailto:info@newcastle.anglican.org)

**Interview date** –20<sup>th</sup> January 2025 at the Newcastle diocesan offices.