



Blackburn Diocesan Board of Finance Ltd
Cathedral Safeguarding Adviser
Job Description

JOB TITLE:	Cathedral Safeguarding Adviser (CSA)
SALARY:	£15 951.98 per annum
LOCATION:	Co-located - Diocesan Office, Clayton House, Walker Office Park Blackburn BB1 2QE, and Blackburn Cathedral, Cathedral Close, Blackburn, BB1 5AA
CONTRACT TYPE:	14 hours per week
LINE MANAGED BY:	Diocesan Safeguarding Officer (DSO)

The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers. Blackburn Cathedral is one of England's newest cathedrals, yet one of the country's oldest places of Christian worship. God has been worshipped on this site for over 1,500 years and we are a vibrant community serving the people of Lancashire.

We are looking for a person who can apply good safeguarding practice in a way that delivers positive outcomes for children and adults at Blackburn Cathedral. You will need a relevant professional qualification, and substantial practitioner experience including recent experience of managing a caseload of safeguarding cases. It's essential that you have up to date knowledge of statutory safeguarding guidance and legislation. If you are a team player and passionate about safeguarding, then we would love to hear from you!

The Cathedral Safeguarding Adviser (CSA) will support the Church of England's commitment to creating a safer environment by managing safeguarding concerns, conducting risk assessments, and ensuring that appropriate safeguarding measures are in place. The role involves working closely with Cathedral staff and clergy, survivors, statutory agencies, and other safeguarding professionals to promote best practices in safeguarding children, young people, and vulnerable adults.

Our Diocesan Safeguarding Team is key in delivering on this commitment. The CSA will be **embedded** within the Diocesan Safeguarding Team which consists of four safeguarding professionals; the DSO, an Assistant Diocesan Safeguarding Officer, a Safeguarding Case Worker, and a Training Officer all supported by a Safeguarding Administrator.

Following an independent audit at both the cathedral and diocese we are currently seeking to grow and develop the cathedral's safeguarding function. This is an opportunity for an experienced and motivated professional to help shape and deliver our safeguarding work there.

MAIN DUTIES AND RESPONSIBILITIES:

Joint cathedral and diocesan working

Safeguarding arrangements between the diocese and the cathedral are formalised within a Service Level Agreement. Where an allegation or concern is raised in connection with a Church Officer, the Cathedral Safeguarding Adviser must report to, and consult with the DSO and agree a plan for response, including case lead, respective roles, responsibilities and action.

The Cathedral Safeguarding Adviser (CSA) has operational authority within the Cathedral, subject to agreement with the Diocesan Safeguarding Officer.

The following responsibilities are arranged according to the Church of England's five National Safeguarding Standards.

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 CSA will lead the Cathedral's work on this standard by:

- Working with the DSO, Chapter, Dean, other senior clergy, the Chief Operating Officer, other senior staff, relevant Cathedral committees and structures, the Diocesan and Cathedral Safeguarding Advisory Panel and key diocesan staff to support, 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 and Cathedral Safeguarding Advisory Panel as required.
- Supporting the Cathedral's response to ongoing safeguarding quality assurance and audit processes.
- 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 and referring to the DSO where required in relation to 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 CSA will lead the Cathedral's work on this standard by:

- Co-ordinating the implementation of House of Bishop's safeguarding policy and practice guidance in the cathedral.
- Giving advice, support, direction and challenge, as required, to the Dean, Chapter and other church officers across the Cathedral and where necessary escalating any concerns to the DSO.
- Providing, or co-ordinating, in partnership with the Diocesan Safeguarding Training Officer, and Diocesan Safeguarding Administrator, and the cathedral administrative team, 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 CSA will lead the Cathedral's progress on this standard by:

- Ensuring that all allegations and concerns relating to Church Officers and members of the clergy are reported to, and a plan is agreed with, the Diocesan Safeguarding Officer (DSO) and/or relevant members of the National Safeguarding Team (NST).
- Leading and coordinating all aspects of safeguarding casework within the Cathedral, 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.

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 CSA 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](#) guidance.

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 CSA will lead the Cathedral's progress on this standard by:

- Working collaboratively with the Diocesan and National Safeguarding Team and other Church of England Safeguarding Officers and attending national safeguarding events and activities as required.
- Engaging in professional supervision and quality assurance with the DSO and engaging in continual professional development.

KEY RELATIONSHIPS:

- In the cathedral, the **Dean** provides leadership concerning safeguarding, supported by **Chapter** and the **senior leadership team** requiring good working relationships with both **clergy** and **lay colleagues**.
- It is essential that the CSA forms excellent working relationships with key people in the Diocese, including: the **Diocesan Safeguarding Officer (DSO)**, the **safeguarding team** and other relevant staff; the chair and membership of diocesan safeguarding governance structures e.g., the **Diocesan Safeguarding Advisory Panel (DSAP)** and relevant sub-groups; and in the **National Safeguarding Team**.
- Relevant officers in the various **statutory authorities**: the Local Authority Designated Officer (LADO); key officers from local authority adult social care and children's services and associated partnership arrangements); Probation Service, including officers responsible for Multi Agency Public Protection Arrangements (MAPPA); Police officers from key teams; and health services.
- It is essential to have good connections with colleagues in relevant local third sector agencies, including those working in the fields of homelessness, poverty, domestic abuse, mental health, substance misuse, refugee support, language and learning support, etc. Adults and children who are using, have used or may use the services of the cathedral, particularly in relation to safeguarding.

Person Specification

Criteria	Essential / Desirable	Criteria Assessed by Appl/Int/Refs
Education and Qualifications		
Relevant professional qualification or equivalent experience for example, social care, criminal justice or relevant third sector, with current professional registration where applicable.	Essential	Appl
Knowledge and Experience		
<p>The successful candidate will be able to demonstrate the following:</p> <ol style="list-style-type: none"> 1. Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults. 2. Broader leadership experience and influence regarding the development of good safeguarding practice and healthy safeguarding cultures. 3. Up-to-date knowledge of research and evidence-based practice models relevant to safeguarding. 4. Experience of working with victims, survivors and perpetrators of abuse. 5. Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Appl/Int</p> <p>Appl/Int</p> <p>Int</p> <p>Appl/Int</p> <p>Appl/Int</p>
Skills and Aptitudes		
<p><i>The successful candidate will be able to demonstrate the ability to:</i></p> <ol style="list-style-type: none"> 1. Apply good safeguarding practice in a way that delivers positive outcomes for children and adults. 2. Transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context. 3. Model leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures. 4. Able to maintain professional boundaries while showing compassion and understanding. 5. Support and coach others in the implementation of good safeguarding practice. 6. Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise. 7. Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Int</p> <p>Int</p> <p>Int</p> <p>Appl/Int</p> <p>Int</p> <p>Appl</p> <p>App/Int</p>

8. Develop effective new ways of working for an organisation. 9. Strong report-writing and record-keeping skills. 10. Able to understand and navigate the complexity of working in a large organisation.	Desirable Desirable	Appl Appl
Personal Attributes		
The successful candidate will have the following attributes: 1. The ability to inspire the trust, confidence and commitment. 2. A strong value base and commitment to doing the right thing. 3. A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations. 4. The ability to be self-reflexive, welcoming feedback from others. 5. A high level of personal resilience – working effectively in a pressured environment and under scrutiny. 6. Maintains calmness and clarity under pressure. 7. Uses self-care strategies and seeks supervision or support when needed. 8. A strong commitment to equality and diversity. 9. A broad sympathy with the aims and objectives of the Church of England.	Essential Essential Essential Essential Essential Essential Essential Essential	Int Int Appl/Int Int Int Appl Appl Appl Appl

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Finance

Contract type: 2 years fixed term subject to review.

Salary: £15 951.98

Hours: This is a part-time role based on a 14-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at Blackburn Cathedral, Cathedral Close, Blackburn, BB1 5AA. The nature of the role requires travel between the diocesan office at Clayton House in Blackburn and the cathedral, and occasionally beyond. A smartphone and laptop will be provided to assist remote working.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period 4-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: Employees of the BDBF are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity: The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

Safeguarding: The Diocese of Blackburn and Blackburn Cathedral are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment and may be required to have a disclosure and barring service check.

Job Description Agreement

Recruitment Manager's signature		Date	
HR Manager's signature		Date	

Preparation of Job Description

Author of Job Description: Catherine Smith

Date signed off:

Version: