



## CHRIST CHURCH CATHEDRAL

### FURTHER PARTICULARS

<b>Job title</b>	Cathedral Safeguarding Officer
<b>Location</b>	Christ Church
<b>Department</b>	Cathedral
<b>Salary</b>	University Scale Grade 8 £48,235 – £57,255 (with a discretionary range up to £62,407) per annum
<b>Hours</b>	Full-time, 37.5 hours per week
<b>Contract type</b>	Fixed-Term (two years)
<b>Responsible to</b>	Sub Dean, with professional supervision from Diocesan Head of Safeguarding
<b>Application deadline</b>	<b>Friday 8 August 2025 at noon</b>
<b>Vacancy reference</b>	CSO_TT25
<b>Additional information</b>	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director.  This post is subject to a six-month probationary period

### Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about Christ Church may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

### Christ Church Cathedral

Oxford's cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the cathedral church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond.

The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records suggest Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today.

Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad. After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a venue for worship, services, concerts, exhibitions, talks, recordings, and performances.

## **Role of the Cathedral Safeguarding Officer**

The post holder will lead on all aspects of safeguarding at Christ Church Cathedral, promoting culture change, raising awareness throughout the Cathedral community of staff, volunteers and worshippers of potential risks to children and vulnerable adults, and ensuring their welfare and protection.

The working pattern follows a traditional working week over Monday to Friday. However, due to the nature of the role, and reflecting the fact that the Cathedral is open in excess of eighty hours a week, there will be occasions on which attendance at events, services, or meetings outside normal working hours might be necessary. Likewise, although the Cathedral Safeguarding Officer is not routinely expected to provide an out of hours safeguarding service, serious incidents might necessitate flexibility on their part. Time in lieu, at a time to be agreed with the line manager, would always be provided.

Line management will be provided by the Sub Dean, with professional supervision from the Diocesan Head of Safeguarding under a service level agreement which shortlisted candidates will be afforded an opportunity to study on the day of interviews.

## **Main Duties and Responsibilities**

### **Strategic Leadership**

- Work alongside the Dean and Canons, and other members of Chapter and the Senior Leadership Team, to support, develop, promote, and improve safeguarding culture and practice across Christ Church Cathedral.
- Promote safeguarding awareness in a strong, collaborative, fair and supportive manner.
- Coordinate the Cathedral's response to safeguarding disclosures and incidents.
- Advise, support, direct or challenge (as required), the Dean, Chapter and Cathedral staff in areas of non-compliance to statutory frameworks and the safeguarding policies of the House of Bishops and of the Cathedral.
- Advise the Dean, Chapter, and Cathedral staff on operational and activity risk assessments, with specific reference to safeguarding.
- Escalate safeguarding concerns or issues to the appropriate body or bodies, such as the Diocesan Safeguarding Team and statutory partners.
- Provide regular safeguarding reports, input and updates to Chapter, Governing Body Sub-Committees, and other relevant meetings or committees.
- Update meetings of the Cathedral congregation on safeguarding matters.
- Provide professional supervision, but not line management, of the Cathedral School's Designated Safeguarding Lead, on a termly basis.
- Liaise with external safeguarding agencies, ensuring efficient and swift communication with all relevant bodies.
- Establish and lead mechanisms for engagement and feedback with safeguarding stakeholders.
- Ensure there is support in place for those who are victims or survivors of abuse.
- Work to create strong external relationships with key local partners in the community and voluntary sector.
- Maintain effective record keeping and manage safeguarding information safely and in compliance with GDPR.
- Offer safeguarding input to clergy and Cathedral staff appraisals.
- Ensure that appropriate learning and reflective practice takes place across the Cathedral.

## **Casework**

- Work with the Diocesan Safeguarding Team to provide guidance and direction where there are concerns about children and vulnerable adults: including acting over Chapter's authority where the case demands this in line with legal practice.
- Work with the Diocesan Safeguarding Team where there are concerns regarding clergy or church officers.
- If concerns are reported ensure:
  - support is offered for all those involved
  - an approved Authorised Listener is available
  - there is engagement with the relevant authorities as required by statutory and Church of England policies.
- Write, audit and approve all Cathedral safeguarding risk assessments and report annually to Chapter.
- Advise on safeguarding matters with respect to the Cathedral School in liaison with the Designated Safeguarding Lead, Headmaster, and Governors.
- Manage specific issues arising within the Cathedral in consultation with designated staff.
- Undertake risk assessments for the Cathedral School with respect to the Cathedral.
- Work with those with particular safeguarding responsibilities in the Cathedral.
- Liaise with the Diocesan Safeguarding Team in the preparation of reports on cases as required.

## **Training**

- In co-operation with the Diocesan Safeguarding Officer, provide appropriate training for all Chapter members, Cathedral staff, and volunteers

## **Welfare and Advocacy**

- Provide welfare support and advice for Cathedral staff and volunteers where appropriate, and signpost them as appropriate.

## **Person Specification**

This section outlines the requirements and qualities that the post holder needs to fulfil the role. These are divided into 'essential' (E) and 'desirable' (D) criteria. Essential criteria are those that the post holder must have in order to perform the role. Desirable qualities are those qualities that would be either useful, an advantage or preferable to have to perform the role.

## **Values**

- An understanding of and enthusiasm for the Cathedral's overall mission and the ability to engender enthusiasm and commitment in others (E)
- Sympathy with the Christian faith (E)
- An ability to inspire the trust, confidence and commitment from others and to be self-reflective welcoming feedback (E)
- A recognition of the significance of the Church of England's role in promoting the safeguarding of children and adults (E)
- An ability to provide clear leadership across a complex organisation regarding the development of good safeguarding practice and healthy culture (E)
- Understanding, supporting and promoting inclusion and diversity (E)

## **Education & Training**

- Relevant professional qualification(s) within a relevant discipline with current professional registration where applicable (E)

## **Knowledge & Experience**

- A minimum of five years of professional practice in safeguarding, policing, or social work (E)
- Understanding risk management of those who have committed offences against children or vulnerable adults and who may pose a risk (E)
- Knowledge of the structure and operation of statutory and voluntary organisations in safeguarding (E)
- Understanding of data protection and data management requirements surrounding sensitive data (E)
- Operational experience and leadership of safeguarding in a church context (D)
- Knowledge of the culture and structure of the Church of England as an organisation (D)
- Experience of the Disclosure and Barring Service (D)
- Experience of working with victims, survivors and perpetrators of abuse (D)

## **Competencies**

- Ability to maintain the highest standards of confidentiality and work sensitively with affected parties (E)
- Ability to work co-operatively with colleagues of different disciplines and network with other agencies (E)
- Ability to work using own initiative and be held accountable (E)
- Competence in managing different safeguarding databases and complex casework (E)
- Excellent interpersonal and communication skills, resilience, and an approachable and constructive manner (E)
- Excellent organisational and time management skills with meticulous attention to detail (E)

## **How to Apply**

Please apply using the online application form available at:

[https://fas.chch.ox.ac.uk/fas\\_live/chchcso/](https://fas.chch.ox.ac.uk/fas_live/chchcso/) no later than the deadline of **noon on 8 August 2025**. Applications received after this time will not be considered.

Application documents should include:

- a letter of application addressed to the Sub Dean stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- a CV, including the names and contact details of two referees. References will be taken up only for the successful candidate.

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependents).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome

from black and minority ethnic candidates, who are under-represented in College and Cathedral staff.

Interviews for the position are expected to take place on **Wednesday 27 August 2025**.

### **If you need help**

If you have any questions regarding the application process, please contact [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk).

All enquiries will be treated in strict confidence and will not form part of the selection decision. If you would like an informal discussion regarding the role, please contact the Cathedral Administrator and Associate Cathedral Safeguarding Officer, Matthew Dickins, at [matthew.dickins@chch.ox.ac.uk](mailto:matthew.dickins@chch.ox.ac.uk).

### **Important Information for Candidates**

#### 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 Organisation on Health and Safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

#### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This appointment at Christ Church Cathedral is subject to a Disclosure and Barring Service check at enhanced level. Where applicable, screening will include:

- Eligibility to work in the UK.
- References.
- Criminal record checks via Disclosure and Barring Service (DBS).

#### Safeguarding

Christ Church Cathedral places the utmost importance on the safety and wellbeing of all who come to worship, work and volunteer in the Cathedral, particularly children, young people and vulnerable adults. Offers of employment are subject to satisfactory references and Disclosure and Barring Service (DBS) checks. All employees are obliged to complete regular safeguarding training.

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

#### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale.

No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.

Due to the large volume of applicants Christ Church is unable to provide feedback to non-shortlisted applicants.