

Job Specification for Chair of Christ Church Cathedral Safeguarding Advisory Panel (CSAP)



Christ Church is a place of worship, pilgrimage, sanctuary, and activity, and it should be a safe place for all. Safeguarding forms part of our everyday working practice and is the responsibility of everyone at Christ Church Cathedral.

The Dean and Chapter of Christ Church Cathedral fully endorse the Church of England's safeguarding policy statement: Promoting a Safer Church (2017) which states:

"The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all."

In order to strengthen and provide external scrutiny and oversight in its safeguarding practice, the Cathedral is establishing a Cathedral Safeguarding Advisory Panel and seeking to appoint an Independent Chair.

The panel will be expected to establish and oversee the implementation of a strategic safeguarding plan for the Cathedral and hold the Cathedral to account in its safeguarding practice. As Chair you will be expected to act as a "critical friend" to the Cathedral providing updates directly to the Dean and Chapter of the cathedral and reporting on the progress and any concerns of the panel.

For an informal conversation about this post, please contact Fiona Sidorowicz (Cathedral Safeguarding Officer) at fiona.sidorowicz@chch.ox.ac.uk or on 01865 276246.

To apply, please send your CV along with a supporting statement outlining your suitability for the role to fiona.sidorowicz@chch.ox.ac.uk. Interviews are planned for the week commencing 21st September 2026. This job description should be read in conjunction with the Safeguarding Panel's Terms of Reference.

ROLE TITLE: Independent Chair of Christ Church Cathedral Safeguarding Advisory Panel

RESPONSIBLE TO: The Dean and Chapter at Christ Church Cathedral

DURATION: Three-year fixed term

Introduction to the Role

We are currently looking to engage an Independent Chair for the Cathedral Safeguarding Advisory Panel. This will include the in-person chairing of two meetings per annum. You will work with the Cathedral Safeguarding Officer to produce the annual Cathedral Safeguarding Report, and be responsible with the panel for setting out the strategic safeguarding plan and reviewing its progress. The position attracts remuneration of £400 per day (£200 per half day) for a maximum of 5 days per year.

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Key responsibilities of the Chair of the Safeguarding Advisory Panel

1. To provide effective leadership to the Cathedral Safeguarding Advisory Panel.
2. To ensure the Cathedral Safeguarding Advisory Panel discharges its role and functions in line with the terms of reference.
3. To provide an independent voice on safeguarding matters at Christ Church Cathedral.
4. To work with the CSO and Chapter to ensure the Panel has a strategic overview of safeguarding practice across the Cathedral in line with the House of Bishops policy and practice guidance, together with appropriate quality assurance and risk management processes.
5. To work with Chapter and Cathedral staff to ensure that the Cathedral's safeguarding functions are being carried out effectively.
6. To work with the CSO and Chapter to ensure that the CSAP is adequately resourced; that there is sufficient capacity, diversity of skill sets and experience/background of members.
7. To challenge the Dean and Chapter, as appropriate, to ensure the centrality of a robust safeguarding culture to the Cathedral's mission and operations.
8. To approve the agenda and draft minutes of Cathedral Safeguarding Advisory Panel meetings.
9. To chair and participate in the meetings of the Cathedral Safeguarding Advisory Panel.
10. To advise, where necessary, the Dean and Chapter of specific concerns/issues.
11. Where appropriate, to raise and report any concerns/issues as part of whistle blowing arrangements.
12. To report on the activities of the Cathedral Safeguarding Advisory Panel to the Dean and Chapter respectively.
13. Provide support and direction to Cathedral Safeguarding Advisory Panel members to ensure their contribution is relevant and effective.
14. To ensure that the Panel considers the needs of children, vulnerable adults and victims/survivors together with relevant advice.

PERSON SPECIFICATION

Qualifications, knowledge and experience

Essential

- Recent, direct and extensive professional safeguarding experience and expertise at a senior level in the relevant statutory, voluntary or judicial agency (for example Local Authority Children or Adult Services, Police, National Children's Charity).
- Experience of case reviews, risk management, engagement and leadership of strategic partnerships.
- A confident and empowering leadership style with the ability to strategically plan, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice.
- Up to date knowledge of multi-agency safeguarding best practice and processes, legislation and current developments.
- An ability to promote and represent the work of the Cathedral Safeguarding Advisory Panel at all levels both internally and externally.

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Desirable

- Experience of child or adult safeguarding in a church / faith context.

Skills, competencies and abilities

Essential

- Experience of analysing complex situations and advising appropriately.
- Experience of working constructively with a wide range of parties, including staff in the statutory and voluntary sectors.
- Experience of dealing sensitively and appropriately with confidential information.
- Knowledge of legislative developments in the field of safeguarding.
- Effective verbal and written communication skills.

Desirable

- An understanding of the Church of England and its structures, including the legal framework.

Work Related and Personal Qualities

Essential

- A strong commitment to safeguarding as an essential part of the Cathedral's mission.
- To be supportive of the mission and ministry of the Church of England and the vision and values of Christ Church Cathedral.

Candidates need not meet all of the person specification criteria to apply. However, there is an expectation that all candidates will be able to demonstrate suitable knowledge and experience.

Training, Monitoring and Evaluation:

The postholder will be required to complete Basic and Foundation online safeguarding training prior to starting the role to familiarise themselves with safeguarding within the Church of England context. The postholder will require a basic DBS check and will be required to undertake further training as part of their on-boarding and induction.

Equality, Diversity and Inclusion Statement

We are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve at Christ Church Cathedral. We expect all employees/volunteers to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity. If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable adjustments we can make for you. As an equal opportunity's employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation.

All appointments will be made on merit of skill and experience relative to the role.

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This job description is not an exhaustive document but reflects the duties and responsibilities applicable at the time of issue.

Under the Equality Act 2010 there is no Occupational Requirement that the post holder must be a committed Christian, however, given the nature of the organisation and the role the post holder must be sympathetic to working with people of faith and the ethos of the Church of England.