

**Recruitment Information Pack**

**Cathedral Safeguarding Officer**

**December 2024**

**Registered Charity No. 1206900**

**Information for Candidates**

**The Role**

We are seeking a highly motivated and enthusiastic person to work as Cathedral Safeguarding Officer.

The post-holder will support the Canon Chancellor in his role as Chapter Safeguarding Lead (CSL) to raise and maintain awareness and understanding throughout the Cathedral community of the safeguarding needs of children and adults, and actively promote a culture to ensure that safeguarding is of paramount importance.

The post holder will work closely and collaboratively with the Diocesan Safeguarding Team and other Safeguarding bodies.

All Cathedral employees are expected to work as a team to ensure the Cathedral fulfils its mission.

This is a permanent role.

**Hours of work**

The role is part time 21 hours per week. Occasional evening and weekend work may be required.

# **Salary**

The salary is £22,997.00 per annum for 21 hours per week.

# **Annual Leave**

The holiday entitlement is 33 days for full time employees, which includes the 8 public holidays. This will be pro-rata for part-time hours. The leave year runs from 1st September – 31st August.

# **Pension**

The post-holder will be eligible to join the Church of England Workers’ Pension Fund and will be automatically enrolled in the scheme from the commencement of employment, subject to meeting the eligibility requirements. This is a contributory scheme. The current arrangement is that the Chapter pay 5.5% and the employee must pay a minimum contribution of 2.5%.

**Disclosure and Barring Service Requirement**

An Enhanced DBS check is required for this post.

**Safeguarding**

Rochester Cathedral is committed to attracting and recruiting to, training, managing and promoting a culture of safeguarding, especially for children, young people and vulnerable adults.  The Cathedral has adopted the Church of England policy statement ‘Promoting a Safer Church (2017)’; Safeguarding Learning and Development (2021) and the Safer Recruitment and People Management Guidance (2021). Every member of our team is recruited according to these documents, and they are required to complete safeguarding training at the appropriate level to create, develop and maintain a safe environment and culture for all.

**Values**

All Cathedral employees are expected to work as a team to ensure the Cathedral fulfils its mission as the seat of the bishop and a centre of worship and recognise the importance of the Cathedral’s role in providing a focus for the life and work of the Church of England in the Diocese of Rochester.

**Equality Statement**

We actively encourage applications from all backgrounds and those who are underrepresented. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The Cathedral’s Chapter recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. The Chapter will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public. All employees and those who act on the Chapter's behalf are required to adhere to this policy when undertaking their duties or when representing the Chapter in any other guise.

**Recruitment Process**

Rochester Cathedral is committed to Safer Recruiting and working practices in line with the Church of England Safer Recruitment and Guidance document 2021.

**The closing date for applications is: Midnight Sunday 5th January 2025.**

Applications should be made using the form available on our website <https://www.rochestercathedral.org/work-with-us>

The application form should beaccompanied by a short letter outlining your suitability for the role.

Please see the full job description and person specification of the role detailed below.

Prior to applying for this role, applicants should familiarise themselves with the [Future of Church Safeguarding](https://www.churchofengland.org/safeguarding/safeguarding-and-independence) report and consider the possible future impact that independent safeguarding arrangements for the Church of England may have on the role of the Cathedral Safeguarding Officers.

If you would like to have an informal discussion about the post, please email The Reverend Canon Dr Gordon Giles, The Canon Chancellor of Rochester Cathedral ([gordon.giles@rochestercathedral.org](mailto:gordon.giles@rochestercathedral.org)) and he will arrange a suitable time for a telephone conversation.

Completed applications should be returned, by email to: [**recruitment@rochestercathedral.org**](mailto:recruitment@rochestercathedral.org)stating ‘Safeguarding Officer application’ in the subject box.

**CVs will not be accepted.**

**No recruitment agencies please**.

**Interviews**

The interview process will be a competency-based interview and test. The interview date is currently scheduled for Wednesday 15th January 2025.

# **Appointment**

Appointment will be subject to:

* Evidence of right to work in the UK
* Proof of identity and address
  + - Two satisfactory references
    - Enhanced DBS check

**Accessibility**

If you require any reasonable adjustments to be made for you to attend the interview, please let us know.

**JOB DESCRIPTION**

**Job Title**: Cathedral Safeguarding Officer(CSO)

**Line Manager**: Canon Chancellor

**Job Purpose:** The post-holder will support the Canon Chancellor in his role as Chapter Safeguarding Lead (CSL) to raise and maintain awareness and understanding throughout the Cathedral community of the safeguarding needs of children and adults, and actively promote a culture to ensure that safeguarding is of paramount importance.

All Cathedral employees are required to work together to ensure that the Cathedral fulfils its mission – Growing in Christ since AD604.

**Context**: As part of their role, the Cathedral Safeguarding Officer (CSO) will work closely with the CSL, the Diocesan Safeguarding Team including the Diocesan Safeguarding Advisory Panel (DSAP) and the Diocesan Safeguarding Executive Committee (SEC); all other relevant stakeholders including Chapter, Residentiary Canons, staff, the Senior Management Group, Cathedral Safeguarding Committee, King’s School Rochester, and all relevant external agencies, e.g., CofE National Safeguarding Team (NST), Police and Probation services, local authorities, Domestic Abuse Services.

**DBS Requirement:** Enhanced DBS

**Safeguarding*:***Rochester Cathedral is committed to a culture of safeguarding, especially for children, young people, and vulnerable adults. The Cathedral has adopted the Church of England policy statement ‘Promoting a Safer Church (2017)’; Safeguarding Learning and Development (2021) and the Safer Recruitment and People Management Guidance (2021). Every member of our team is recruited according to these policies and is required to complete safeguarding training.

**Responsibilities and Key Duties**

1. To lead the Cathedral’s work on the following National Standards:

* **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.*
* **Prevention -** *Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.*
* **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.*
* **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*.
* **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.*

1. To be responsible for recording, investigating and managing all Safeguarding concerns.
2. To assist the CSL with production of monthly and annual safeguarding reports and to attend Chapter and Committee Meetings as directed.
3. To assist in the production of risk assessments, policies and procedures where there are safeguarding aspects to them.
4. To provide advice in relation to obtaining criminal record checks (DBSs) for staff and volunteers.
5. To network with other Cathedral advisors/officers, nationally.

**Other responsibilities:**

1. To participate in performance reviews and appraisals.
2. To ensure that professional skills are regularly updated through participation in training and development activities.
3. Any other duties and responsibilities as may be required by Chapter.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the role. These are divided into ‘essential’ and ‘desirable’ criteria. Essential criteria are those that the postholder must have in order to perform the role. Desirable criteria are those qualities that would be either useful, an advantage or preferable to have in order to do perform the role.

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|  | **Essential / Desirable** |
| **Values** | |
| Understanding of and enthusiasm for the Cathedral’s overall mission and the ability to engender enthusiasm and commitment in others. | Essential |
| In sympathy with the Christian faith. | Essential |
| The ability to inspire the trust, confidence, commitment and to be self-reflective welcoming feedback from others. | Essential |
| Recognise the significance of the Church of England’s role in promoting the safeguarding of children and adults. | Essential |
| Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy cultures. | Essential |
| Equal opportunities: understands, supports and promotes inclusion and diversity in the workplace and for every member of the community that the Cathedral serves. | Essential |
| **Education & Training** | |
| Relevant professional qualification or equivalent within a relevant discipline (for example social care, probation service or police), with current professional registration where applicable. | Essential |
| **Knowledge & Experience** | |
| Experience of safeguarding in a church context. | Desirable |
| Understanding risk management of those who have offended against children or vulnerable adults and who may pose a risk to children or vulnerable adults. | Essential |
| Knowledge of the structure and operation of statutory and voluntary organisations in Safeguarding | Essential |
| Extensive experience of managing safeguarding casework with the ability to create and deliver risk management and support plans | Essential |
| Understanding of data protection and data management requirements surrounding sensitive data. | Essential |
| Some knowledge of church life and the culture and structure of the Church of England as an organisation. | Desirable |
| Experience of the Disclosure and barring service | Desirable |
| Experience of working with victims, survivors and perpetrators of abuse | Desirable |
| **Competencies** | |
| Ability to maintain the highest standards of confidentiality and work sensitively with those who may be affected by safeguarding issues. | Essential |
| Able to work co-operatively with colleagues of different disciplines and “pro-actively” network with other partnership agencies/KSR and other Cathedral counterparts by attending annual meetings and conferences as required. | Essential |
| Ability to work using own initiative and be held accountable. | Essential |
| Competent in managing different Safeguarding databases and complex casework. | Essential |
| Excellent interpersonal and communication skills and the ability to work collaboratively in an approachable and constructive manner. | Essential |
| Excellent organisational and time management skills, as well as meticulous attention to detail. | Essential |

**Rochester Cathedral**

Here, down the centuries, the Christian faith has found expression through worship, prayer and service. We continue to participate in God's love for the world today through mission and purposeful engagement. Our Strategic Development Plan seeks to enhance the Cathedral's desire to nurture human flourishing and become more Christ-like in our attitudes and daily living. The Cathedral Chapter has identified three key areas which will be our main focus for greater resilience and provide a springboard for future development.

1. Remain true to our Benedictine tradition by ensuring that all are welcome, and everyone is valued.
2. Grow communities of hope through prayer, worship and action.
3. To grow a more sustainable and resilient organisation.

Our Strategic Plan recognises the importance the Cathedral plays in the lives of many people, of all faiths and of none, both as a historic landmark and as a holy place. It seeks to work alongside other partners and stakeholders in enabling the Cathedral to be a truly inclusive space which signposts the Kingdom of God.

**Rochester**

The Cathedral sits at the heart of historic Rochester, opposite the Norman Rochester Castle and only 200 metres from the river Medway. Rochester is a busy town with exceptional heritage, an independent high street, and a busy night-time economy. It has excellent transport links to London (35 minutes by train to St. Pancras) and the south coast.

The Cathedral is the seat of the Bishop of Rochester and the cathedral church of the Diocese of Rochester. The Diocese of Rochester includes 268 [parishes](https://en.wikipedia.org/wiki/Parish_church) in Medway, west Kent and in the London Boroughs of Bromley and Bexley.

Rochester lies in the Medway unitary authority area and is one of the five Medway towns, the others being Chatham, Strood, Gillingham and Rainham. Over half of the unitary authority area is rural in nature. Because of its strategic location by the major crossing of the [River Medway](https://en.wikipedia.org/wiki/River_Medway), it has made a wide and significant contribution to Kent, and to England, dating back thousands of years, as evident in the siting of [Watling Street](https://en.wikipedia.org/wiki/Watling_Street) by the [Romans](https://en.wikipedia.org/wiki/Roman_Empire) and by the [Castle and Cathedral](https://en.wikipedia.org/wiki/Rochester_Cathedral) and the [Chatham naval dockyard](https://en.wikipedia.org/wiki/Chatham_Dockyard) and its associated defences.

Medway is one of the boroughs included in the [Thames Gateway](https://en.wikipedia.org/wiki/Thames_Gateway) development scheme. It is also the home of [Universities at Medway](https://en.wikipedia.org/wiki/Universities_at_Medway), a tri-partite collaboration of the [University of Greenwich](https://en.wikipedia.org/wiki/University_of_Greenwich), the [University of Kent](https://en.wikipedia.org/wiki/University_of_Kent) and [Canterbury Christ Church University](https://en.wikipedia.org/wiki/Canterbury_Christ_Church_University) on a single campus in Chatham.

**History**

Rochester Cathedral was founded in AD604 and is the second oldest cathedral in England. Much of the current building is Norman and the earliest parts were built by Bishop Gundulf in the late 11th century (he was also responsible for the construction of Rochester Castle and the White Tower of London). After a serious fire in 1137, the Cathedral was rebuilt in the Romanesque style, and it is this part (from 1140-60) that is the Nave today. Further building began in the 1180’s, when the Eastern end was remodelled in the Gothic style. In the 1340’s Bishop Hamo de Hythe added a central tower and spire and redecorated the Quire. He also added the library doorway, with its superb carved surround. From this date, no further major building was added but there was substantial underpinning to the South Quire transept between 1825-1840, by Lewis Cottingham, which stabilised the building.

A picture containing outdoor, sky, building, church

Description automatically generatedThe Cathedral was established as a Benedictine foundation by Bishop Gundulf in 1083 and it remained as such until 1541. The ruins of the cloister and other monastic buildings form the backdrop to the Cathedral gardens. The Cathedral played an important part in the struggles of King John and the Barons, being used as a stable during the siege of the Castle. It was again used by the army during the Civil War and each of these invasions by secular forces left their mark, either through subsequent rebuilding or through loss of paintings and decorations.

The Cathedral’s Crypt, Library and Vestry were extensively restored as part of a Heritage Lottery Funded Project, Hidden Treasures, Fresh Expressions. The £6.8 million development was completed in 2017. The newly restored Crypt provides generous new spaces for both internal and commercial exhibitions/events/activities and is where our excellent café is located serving a range of refreshments to visitors daily.

The Cathedral is home to *Textus Roffensis* (the Book of Rochester). Compiled in Rochester around 1123 *Textus* contains English laws going back to the 7th century, from the first Christian kingdom in Kent in the time after the mission of St Augustine in AD597. In the words of historian Michael Wood “it is the foundational document of English law, which along with our language and literature, is our greatest legacy to the world”.

# **Governance**

The Cathedral is a registered Charity (Reg. Charity No, 1206900). It is governed by the Cathedrals Measure 2021 and by its own Constitution and Statutes, which conforms to that Measure. The care of the fabric of the Cathedral is governed by the Care of Cathedrals Measure 2011.

The head of the Cathedral is the Dean who is supported by a Chapter, (Trustees) consisting currently of four other members of clergy (two Canons appointed by the Crown and two Canons appointed by the Bishop in consultation with Chapter) and seven Lay Canons who were recruited for their skills and expertise in specific areas of Cathedral life. Chapter is responsible for leadership, strategy and policy for the Cathedral. Chapter is also responsible for all the statutory duties of corporate governance, including mission and worship within the Cathedral; good financial planning and control; health and safety; safeguarding; human resources; and care of the fabric. Chapter meets monthly. The senior lay member of staff is the Chief Operating Officer.

The College of Canons is a statutory body of the ordained and lay canons of the Cathedral. It receives the Annual Report and Accounts and meets annually to review the year and offer advice and guidance to Chapter. The College offers informed opinions from across the Diocese to Chapter.

The Fabric Advisory Committee is a statutory body responsible for ensuring that the Cathedral’s fabric is preserved in accordance with the rules set down in the Care of Cathedrals Measure 2011. The committee consists of experts in the conservation and repair of historic buildings and artefacts and is supported by the Cathedral architect and archaeologist. It meets quarterly.

The Finance Committee advises Chapter on matters relating to finance and investments. It is chaired by a lay member of the Chapter and consists of two other members of Chapter and four voluntary members, recruited for their financial expertise. The Dean and the two chief officers attend the monthly Finance Committee meetings.

**Other Bodies**

The Rochester Cathedral Trust

The Cathedral Trust exists to support the Cathedral through raising funds to promote its work. Its main purpose is to raise funds for the Cathedral to ensure that its missions can be sustained and to assist with the upkeep of the fabric and maintenance of its musical traditions. It meets regularly to plan the fund-raising campaigns. The Trust’s Patron is the Duchess of Edinburgh, and Jools Holland is Music Patron. Trustees are high profile individuals from across the Diocese and other parts of Kent. The Trust has given generously to support Cathedral projects. It is a Registered Charity (Reg. Charity No. 291616).

The Association of the Friends of Rochester Cathedral

The Friends is a body dedicated to supporting the fabric of the Cathedral through fund raising and endowment income. Like the Trust, the Friends have also given generously to support Cathedral projects.

Rochester Cathedral Enterprises Limited

Rochester Cathedral Enterprises Limited (RCEL) is a wholly owned subsidiary company set up to maximise the Cathedral’s commercial potential for generating income. Profits from RCEL are paid across to the Cathedral as Gift Aid. The RCEL Board is comprised of members of Chapter and up to three external members recruited for their specialist knowledge and expertise. In 2023 RCEL’s trading operations made a net surplus of over £280,000.

**Music**

# Music is an integral part of the worship at the Cathedral. The top line of the Cathedral Choir is currently made up of 20 boy and girl choristers most of whom attend King’s School Rochester.

The adult professional singers of the Cathedral Choir comprise six Principal Lay Clerks supported by a pool of Deputy Lay Clerks. There is also a Voluntary Choir (which lead the services on various occasions during the year) and a Children’s Choir which offers opportunities for local young people to take part in choral singing, as part of the Cathedral’s community music programme.

The Cathedral is committed to excellence in music and an Endowment Fund has been created with the intention to raise sufficient capital to support the cost of music in the future. The Music Endowment Fund currently stands at £1.83million. The Rochester Cathedral Trust’s objective is to raise funds to reach a target for the Endowment of £3million.

# **Resources and Finance**

Our Annual Report and Accounts are available on our website ([www.rochestercathedral.org](http://www.rochestercathedral.org)). In 2024 the Cathedral will have a general income of more than £1.86million. This relatively small income means that all resources must be carefully husbanded, and that use must be within mission and strategic guidelines. We aim to achieve a small surplus each year. As a free to enter Cathedral, our aim to encourage donations from worshippers and visitors.

Careful fiscal management is maintained by a strict budget and financial control to which all staff members adhere. Monthly management accounts are shared with all budget holders and presented to the Cathedral’s Finance Committee and then to Chapter each month. Adverse variances are discussed with budget holders, and everyone recognises the importance of maintaining a positive annual outcome.

We hold an investment portfolio of £6.24m and we ensure that this is invested in line with Church of England ethical guidelines. We own 44 properties in Rochester and aim for 100% occupancy of commercial and residential properties and try to ensure that vacancies are as short as possible. Property is the principal source of investment revenue and in 2021 rents accounted for £593k of income (2020 £590k).

**Staff and Volunteers**

The Cathedral staff team is small (31 FTE) but dedicated. The Chief Operating Officer has overall responsibility for all departments. The Cathedral is also supported by a team of over 300 volunteers, who offer a wide range of expertise, time and service to support Cathedral life and mission.