



**THE CHURCH
OF ENGLAND**

NATIONAL CHURCH INSTITUTIONS

National Director of Safeguarding

Candidate Information Pack

Closing date: 12pm on Friday, 15th February 2019

Reference: 931116

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Introduction to the Church of England

The Church of England – a Christian Presence in Every Community

The roots of The Church of England go back to the time of the Roman Empire when a Christian Church came into existence in what was then the Roman province of Britain. Today, The Church of England plays a vital role in the life of the nation, proclaiming the Christian gospel in words and actions and providing services of Christian worship and praise.

59.4% of the population in England describe themselves as Christian, with around 1.1m attending Church of England services each week.

The Church's network of parishes covers the country, bringing a vital Christian dimension to the nation as well as strengthening community life in numerous urban, suburban and rural settings. Its cathedrals are centres of spirituality and service, and its network of chaplaincies across continental Europe meet important local needs.

The Church of England plays a leading role in charitable giving and volunteer work; it supports almost 16,000 churches and 42 mainland cathedrals (including three World Heritage sites); and it has a long history of involvement in education through around 4,500 Church of England primary schools and over 200 Church of England secondary schools across the country.

The Church of England also plays an active role in national life with its members involved in a wide range of public bodies. Twenty-six bishops are members of the House of Lords and are engaged in debates about legislation and national and international affairs.

The National Church Institutions

The Church of England is a highly devolved institution, The National Church Institutions consist of seven distinct organisations which administer core functions that are most effectively handled at national level. The seven organisations are:

- The Archbishops' Council
- Bishopthorpe Palace
- The Church Commissioners
- The Church of England Central Services
- The Church of England Pensions Board
- Lambeth Palace
- National Society for Promoting Religious Education

National Church Institutions' Values

We in the National Church Institutions (NCIs) support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI ‘people’ values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith.

<p>Excellence: we take pride in doing a good job</p>	<ul style="list-style-type: none"> • Understand the needs and expectations of those we serve and support • Take personal responsibility for solving problems and learn from what we do • Support what works but be open to and welcome change where it’s needed • Work with others to get the best result for those we serve and support.
<p>Respect: we treat everyone with dignity</p>	<ul style="list-style-type: none"> • Value people for who they are and embrace our differences • Listen and learn from each other, regardless of who or what we are • Set clear, realistic and fair expectations • Recognise achievement and support each other.
<p>Integrity: we are trustworthy</p>	<ul style="list-style-type: none"> • Do what we have said we will do • Take accountability for what we do • Be open and straightforward with ourselves and others • Celebrate behaviours that support our values and challenge those that don’t.

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

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.

Standards of Behaviour and Conduct

Staff 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 NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Job Description

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND THE ARCHBISHOPS' COUNCIL NATIONAL SAFEGUARDING TEAM

JOB TITLE:	National Director of Safeguarding
BACKGROUND:	As the Church of England's public profile on safeguarding and safeguarding policy workload increases at national level, the Church has decided to appoint a National Director of Safeguarding to take responsibility for the strategic leadership of the national safeguarding team and its policy and case work. A new structure has been implemented to strengthen the leadership of the national safeguarding team, which includes the creation of this post. The post holder will take a lead role in organising the Church of England's response to the Government's Independent Inquiry into Child Sexual Abuse.
JOB SUMMARY:	The National Director of Safeguarding is responsible for strategic leadership of the Church of England's national safeguarding team, prioritisation of effort, support for the Lead Bishop on outward-facing communication into society and the wider Church on how the Church of England are delivering and improving safeguarding. The National Director will also be accountable for the national team's work to support, enable, quality assure and develop safeguarding in the wider Church to promote a Safer Church. The post holder will be a member of the Archbishops' Council's senior management team, and as part of that team will seek to build collaboration across the Council on safeguarding issues and to avoid safeguarding being treated in a siloed way.
LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
ACCOUNTABLE TO:	The National Director will be line-managed by the Secretary General of the Archbishops' Council. There will be a requirement to engage with the Independent Chair of the National Safeguarding Panel. The National Director will also work closely with the Lead Bishop for Safeguarding.
RESPONSIBLE FOR:	Leadership of the National Safeguarding Team. Direct line management of two Deputy Directors, the Office Manager, the Lead Bishop's Safeguarding Adviser and other staff as required.

KEY RELATIONSHIPS: The Lead Bishop for Safeguarding, Members of the Archbishops’ Council and the House of Bishops; the Chair and members of the National Safeguarding Panel, the Deputy Director of Communications and HR Adviser, the National Safeguarding Officer for The Methodist Church, key colleagues at Bishopthorpe and Lambeth Palaces; Bishops and senior staff in the dioceses, especially Diocesan Safeguarding Advisors and Diocesan Secretaries; external stakeholders including safeguarding survivor groups, government departments and other external experts in the safeguarding field.

MAIN DUTIES AND RESPONSIBILITIES:

- Strategic leadership and management of the National Safeguarding Team. Working with the National Safeguarding Steering Group, ensure that there is medium and long-term strategic direction and vision for safeguarding across the Church of England, taking overall responsibility for national systems, policies and procedures, change management, engagement with survivors and supporting and enabling safeguarding provision across the wider Church of England. Effective management of a team of 15-20 people plus associates and consultants.
- From the strategic plan, develop an operational plan for preventative work for the protection of children and vulnerable adults. Ensure that work is prioritised and resources are allocated in line with the strategic plan.
- Effectively manage the complex and substantial safeguarding budget, ensuring effective resource allocation (c£2m p.a. at present).
- Be the senior source of professional advice on safeguarding matters for the Secretary General of the Archbishops’ Council, the Lead Bishop on Safeguarding, Diocesan Bishops and other national officers and senior clergy.
- To communicate regularly with the Chair of the National Safeguarding Panel, to keep the Chair informed of all significant developments, and in particular to report to the Chair any material concern that the National Director may have about the Church either giving insufficient priority to safeguarding issues or putting undue pressure on the safeguarding team.
- Develop strong links with the National Safeguarding Panel, leveraging experience to the greater good.
- Ensure that the Church’s governance structure is well serviced with the delivery of timely and accurate reports, papers, etc. to support effective decision making.
- Responsibility for the development and delivery of the team’s business plan, including safeguarding risk management and reporting at national level, oversight of external communications and thought leadership on safeguarding and the development of national safeguarding policy, training and practice.
- Ensure that effective supervision, support and ongoing professional development is available to all staff in the safeguarding team.
- Ensure that the Church’s external communications and positioning on safeguarding matters is professional and effective, working with the Lead Bishop, the National Safeguarding Panel, the Communications Department, the Legal Office and other National Church Institutions (NCIs). Dotted line oversight of the Deputy Director of Communications (Safeguarding), approving approach and external communications.
- External stakeholder management on safeguarding matters with the media, government departments, survivor groups, external safeguarding experts and other stakeholders in conjunction with the Lead Bishop and the Communications Office.

- Maintain and develop further work with victims, survivors and survivor-interest groups including the Safe Spaces project to ensure this receives appropriate priority within the Church's safeguarding activity.
- Working with staff at Lambeth Palace and Bishopthorpe and in Dioceses on the handling of cases which are potentially high-profile, relate to senior clergy, are of national significance or cross-dioceses, and incorporating learning outcomes into policies and practice guidance. Ensure that the threshold for the NST to take on cases is appropriate and makes best use of resources.
- Instil safeguarding culture across all of the NCIs and support the development of this amongst the wider Church. As an active member of the Archbishops' Council's senior management team, work to ensure that safeguarding is integrated into the work of the Archbishops' Council and that there is effective collaboration with other teams such as Ministry, HR, Education, thereby avoiding safeguarding becoming a silo.
- Ensure that a learning culture exists and, in particular, that outcomes and lessons from Safeguarding casework are learned and practice improved as a result.
- Continuous oversight that the suite of policies in place are robust, appropriate and embedded. Ensure that policies are kept up to date with the latest developments in best practice for safeguarding of children and vulnerable adults. Oversee communication of policies to the wider Church and ensure that policies are clear and easily understandable to a range of audiences.
- Network with senior safeguarding professionals from the full range of environments, ensuring that the Church draws on best practice from a range of contexts and that benchmarking is completed against similar organisations.
- Commission appropriate assignments from associates and other consultants and hold them to account for quality work delivered to agreed timescales.
- Ensure that strong quality audit and assurance systems are in place across the National Church Institutions, dioceses and other Church bodies.
- Ensure robust systems are in place – including acting as Senior Responsible Officer for the development of specifications for a national casework management system to ensure that records are kept that are accessible, accurate, securely held and able to be analysed. Oversee collaboration with colleagues in HR and the People Systems team on the development of new people systems and the implementation of a national register of those with authority to minister which is being implemented in response to the Gibb report. Ensure that management information is available to inform improvement.
- Make recommendations to establish appropriate improvement powers with regard to safeguarding, to enable the NST, the Archbishops' Council and/or the House of Bishops to have appropriate influence with regard to Bishops and/or dioceses that can be exercised when required.
- Being the Lead Officer for the Church of England's engagement and response to the independent statutory inquiry into child sexual abuse.
- Ensure the provision of staff support to the Anglican Methodist Safeguarding Group to enable it to continue to flourish and establishing any other working relationships that ensure that we have visible best practice across all industries and environments (church and secular).
- Overseeing the Church of England's engagement with Anglican Communion activity in respect of safeguarding.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

Person Specification

In their applications, candidates must be able to demonstrate evidence of the following criteria in part one of the person specification as far as they are able. These will be used to assess those who are progressed to the longlisting stage. Part one and part two of the person specification will then be used to assess the suitability of candidates going forward in the process.

PART ONE

Essential

Experience:

- A successful track record as a senior manager in a large and complex organisation, leading professionals to deliver effective safeguarding policy and services to users
- Experience of successfully designing and delivering major innovation, securing substantial improvements and generating cultural and organisational change in a complex organisational environment
- Successful experience of formulating, leading and implementing strategies and programmes that work cross-organisationally in a safeguarding context to improve overall satisfaction of service users
- Experience of successfully leading, managing and inspiring a team, managing performance effectively, setting clear expectations and objectives, managing competing priorities, budgets and balancing differing needs
- Experience of engaging with victims and survivors of services provided by public service organisations
- Experience of successfully managing relationships with very senior stakeholders, both internally and externally, and producing clear and non-technical advice on complex issues
- Experience of developing and implementing monitoring processes, procedures and performance metrics to provide management information and to inform improvements for service users

Qualification:

- Relevant professional qualification i.e. in Social Care or Criminal Justice fields with current professional registration where applicable.

Desirable

Knowledge/Experience:

- Media experience and/or experience of representation on safeguarding matters at national level
- Understanding of Church of England safeguarding policies
- Understanding of the broader safeguarding field including its social and political context, and how it relates to the church context

PART TWO

Personal Attributes:

- A self-aware, positive and approachable leader
- An effective leader who is assertive, energetic, determined, robust and sufficiently resilient to cope with the demands of the role
- An excellent role model who promotes high standards of integrity, and commands trust and confidence from others
- Confidence, ability and credibility to work with senior people at a national level, including senior Church leaders, politicians and other stakeholders
- Open, confident and collegiate, with the ability and willingness to challenge constructively, and to receive challenge and to work effectively at senior levels internally and externally.
- In sympathy with the mission of the Church of England
- Personal resilience to be able to work effectively in a highly pressurised environment under a lot of scrutiny

Skills/Aptitudes:

- Ability to achieve outcomes through working in collaboration and partnership across a wide range of people at all levels in the Church
- Ability to develop, negotiate and achieve high performance levels and achieve continuous improvement in services for service users
- Ability to work under pressure and to respond quickly to changing circumstances and to tight timescales
- Ability to develop a strong team way of working and fosters good working relationships within the team, operating by example
- Up to date knowledge and understanding of the safeguarding of children and young people and vulnerable adults' agendas and how these contribute to the protection and development of an organisation's beneficiaries
- Highly developed written and oral presentational skills with the ability to advocate, influence and negotiate effectively including the ability to speak confidently and convincingly to public forums
- Excellent planning and organisational skills with the ability to manage and deliver a diverse workload and portfolio of programmes/projects whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders
- Excellent communication and interpersonal skills to enable successful influencing, listening and negotiating with others at all levels in the organisation and the wider Church

The Recruitment Process

The NCIs have appointed Veredus, an executive search agency, to assist with this appointment.

How to Apply

To apply for this post, please submit by **12pm on Friday, 15th February 2019**:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps;
2. A **supporting statement** around two pages in length explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification;
3. A completed **Diversity Monitoring Form** (Annex A). All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. The completion of the Diversity Monitoring Form includes the option 'prefer not to say'; and
4. A completed **Candidate Supporting Information Form** (Annex B).

Applications should be sent via Veredus' website - www.veredus.co.uk, quoting reference number **931116**.

All submissions sent to the above email address will receive an automated response. In the event that you do not receive confirmation of receipt when submitting your application please contact us on 0207 932 4236.

At Veredus, we take care to protect the privacy of our candidates and clients. To read more about how we collect, store and share your data please read our privacy notice which can be accessed here: <https://www.veredus.co.uk/privacy-and-cookies>

Informal Discussions

If you have any questions about the role or would like to discuss the post further, please contact our advising consultants at Veredus: Nataliya Starik-Bludova on 0207 932 4265, Zara Bruton on 07840 648 119 or James Greengrass on 020 7932 4286.

Overview of the Process

When you submit your application, you will receive an acknowledgement. Veredus will update you once the selection panel have reviewed all the applications after the closing date.

Applications will be reviewed by the panel to select those which demonstrate the best fit with the post against the criteria set out in the person specification.

Longlisted candidates will be invited to a preliminary interview with Veredus in London.

Full details of the selection and assessment process will be made available to shortlisted candidates once the shortlist has been completed. It may include psychometric assessments alongside a final panel interview. The final selection panel interview will be held in London.

The selection panel will be chaired by William Nye, Secretary-General of the Archbishops' Council and the General Synod, and will also include Sir Roger Singleton, Interim National Director of Safeguarding; Bishop Peter Hancock, Bishop of Bath & Wells; Meg Munn, Independent Chair of the Church of England's National Safeguarding Panel (and Pro-Chancellor & Deputy Chair of the Board of Governors of Sheffield Hallam University); and Bishop Tim Thornton, Bishop at Lambeth, The Church of England.

Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in your application letter.

The anticipated timetable is as follows:

Advert Closing Date	12pm on Friday, 15 th February 2019
Long List Meeting	Monday, 18 th February 2019
Preliminary Interviews with Veredus	Post long listing
Short List Meeting	Monday, 11 th March 2019
Assessments, References and Informal Discussions with The Church of England	Post short listing
Panel Interviews	Tuesday, 26 th March 2019

Terms, Conditions and Benefits

The information offered in this document is supplied in good faith but does not in itself form any part of the contract of employment.

Starting Salary:

Starting salary is likely to be circa £110,000 per annum.

Pension Contributions:

Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

Hours of Duty:

The National Church Institutions have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Location:

Church House, Great Smith Street, London SW1P 3AZ.

Annual Leave:

30 days paid leave per leave year plus 3 pre-determined “NCI days” and Bank Holidays.

Season Ticket Loan:

Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract:

The post is offered on a permanent contract, subject to a six-month probationary period.

Annex A

Diversity Monitoring Form

Diversity and Inclusion (Used for Monitoring Purposes Only)

The National Church Institutions encourages a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected. We welcome applications from candidates of all factors irrelevant to a person’s working ability. We are active members of the Two Ticks Scheme and take pride in our Recruitment process.

You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.

Please put an X in the relevant box.

Gender

Are you:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Age

16 – 24 <input type="checkbox"/>	25 – 34 <input type="checkbox"/>	35 – 44 <input type="checkbox"/>	45 – 54 <input type="checkbox"/>	55 – 64 <input type="checkbox"/>	65+ <input type="checkbox"/>
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Ethnicity

Asian/ Asian British	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background (specify if you wish)	<input type="checkbox"/>
Black / Black British	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background (specify if you wish)	<input type="checkbox"/>
Chinese	
Any Chinese background (specify if you wish)	<input type="checkbox"/>
Mixed Ethnic Origin	
Asian and White	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>
Black Caribbean and White	<input type="checkbox"/>
Any other mixed ethnic background (specify if you wish)	<input type="checkbox"/>
White	
British	<input type="checkbox"/>

Irish	<input type="checkbox"/>
Any white background (specify if you wish)	<input type="checkbox"/>
Any Other Ethnic Background	
Any other background (specify if you wish)	<input type="checkbox"/>
Prefer Not to Say	<input type="checkbox"/>

Sexual Orientation

Lesbian or Gay man <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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Religion/Belief

Please state your religion and/or belief:	
None	<input type="checkbox"/>
Christian-including Church of England, Catholic, Protestant and all other Christian denominations	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Any other, please state:	
Prefer not to Say	<input type="checkbox"/>

Do you consider yourself to have a disability? If yes please give details.	Yes / No
Do you require any reasonable adjustments for interview? If yes please give details.	Yes / No
Nationality	
Marital Status	Single/Separated/Widowed/Civil Partnership/Married/Divorced/Undeclared
Country of Birth	
Date of Birth	
Are you a parent of dependent children or carer of close family? If yes please give details.	Yes / No
What is the highest level of qualification that you have attained?	
Date form completed	__ / __ / ____

Current or most recent Job Title	
Notice Period	
Salary (in GBP)	
Benefits	

Annex B

Candidate – Supporting Information

POSITION APPLIED FOR:	
REFERENCE NO:	

PERSONAL INFORMATION:				
SURNAME				
FIRST NAME		INITIAL(S):		TITLE:
PERMANENT HOME ADDRESS FOR CORRESPONDENCE (including post code):				
MOBILE and/or HOME TELEPHONE NUMBER(S):				
WORK TELEPHONE NUMBER:				
Can we contact you at work?	Yes / No			
EMAIL ADDRESS: (personal and/or work)				

EMPLOYMENT DETAILS:	
MOST RECENT EMPLOYER (ORGANISATION):	
MOST RECENT JOB TITLE:	
CURRENT REMUNERATION PACKAGE:	

AVAILABILITY:	
PLEASE GIVE ANY DATES THAT YOU ARE UNAVAILABLE TO ATTEND AN INTERVIEW:	

NATIONALITY:	
Please indicate your nationality at birth:	
Please indicate your current nationality:	
Are there any restrictions on your continued residence and/or employment within the UK?	

CONFLICTS OF INTEREST:	
Please confirm that you have no conflicts of interest in applying for this role:	Yes / No
<p>If you believe you have any conflicts or potential conflicts of interest, please provide further details.</p> <p>Please note that we will only provide this information to the Client’s HR team if you have been shortlisted to go forward to interview. This information will not be shared with the panel during the selection process.</p>	