Welcome

Thank you for thinking of applying for the role of Safeguarding Committee Member at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. We foster an environment of inclusivity and welcome here and we encourage you to apply whatever your faith, or if you have none.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

The successful candidate will be joining us at a time of unique challenge and opportunity. As we diversify what the Cathedral means to the local community and visitors, we are building a team here who are thinking outside of the traditional trappings of a place of worship. We want to be a place for fun, for challenge, for excitement and above all else, inclusivity and welcome.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team, we would be delighted to receive your application.

[Signature]

The Very Reverend Joe Hawes
Dean of St Edmundsbury
Who are we?

St Edmundsbury Cathedral is Suffolk’s Cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning and exploration, for artistic and musical imagination. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is all of these things: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

It is also a lively and exciting place to work! After almost 50 years of building work and renovations, our former Parish church is now a beautiful example of a medieval build recreated in modern times. We’re open for worship and visitors seven days a week, all year, providing a sacred space of welcome for reflection, prayer and sanctuary. We also offer music, events, learning and pilgrimage, as well as our Cathedral Shop and Pilgrims’ Kitchen.

More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes.

Inclusive Church

We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, who are currently under-represented on the Cathedral team.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.
Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.

They are Faith, Welcome, Compassion and Confidence.

- Faith in God, Father, Son and Holy Spirit and God’s unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;

- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;

- Compassion working alongside people in need, expressing love, tolerance and respect through our actions;

- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.
Role Description

Purpose
The purpose and membership of St Edmundsbury Cathedral Safeguarding Committee is to provide strategic support and guidance to the Cathedral Safeguarding Officer and those operationally engaged in the management and delivery of Safeguarding.

We are seeking to appoint an additional member to join the existing committee, comprised of the Diocesan Safeguarding Officer, Cathedral Safeguarding Officer, Sub Dean and Priest with Pastoral Care, Safeguarding Chapter Lead and Human Resources and Safeguarding Administrator.

The applicant will have the ability to cope with the responsibilities of the role in a sensitive and confidential manner, both in working with other committee members, and being a public representative of the committee.

Term of Appointment
You will be appointed to the committee for a term of three years. The position will then be re-advertised, and you may be given the opportunity to reapply.

Termination of Appointment
If there are concerns about the committee member’s behaviour or ability which cannot be resolved through discussion and correspondence, the Dean will decide whether to end the appointment. The decision of the Dean is final. Non-attendance at Panel meetings without good reason may also be grounds for terminating the appointment.

Induction and Training
You will receive a briefing from the Cathedral Safeguarding Officer on the function of the committee.

You will be expected to complete the required levels of safeguarding training; Basic Awareness (online), prior to appointment, then Foundation (online) and Leadership (face-to-face) as soon as practicable following confirmation of appointment.
Key Responsibilities

The Committee is responsible for:
Contributing to the scrutiny of Cathedral safeguarding policies, procedures and practice, and being an independent voice in decision-making processes, in providing counsel and developing improved safeguarding support and outcomes for children, young people, vulnerable adults and families throughout the Cathedral.

Expectations of the role
- This is a voluntary role whereby you are expected to attend four, two-hour daytime meetings per year at the Cathedral or via zoom
- Provide expertise and experience from a safeguarding background
- Provide an independent voice from a Cathedral perspective on behalf of children, young people, families, those adults at risk of abuse or neglect, and the wider community
- Demonstrate confidence in providing scrutiny and independence in challenging situations
- Contribute to the analysis of casework
- Can communicate effectively within meetings
- Understand and maintain sensitivity, discretion and confidentiality
- Challenge in a constructive way, the views and assumptions of others
- Understanding of equality issues and commitment to working in a non-discriminatory way
- Able to discuss issues arising from safer recruitment processes in relation to individuals in an unbiased way, with sensitivity and discretion
Potential applicants
Applications are welcomed by anyone who has either a general interest in or experience of issues facing children and adults at risk, and their wellbeing in the field of children’s or youth work, supporting vulnerable people or groups or safeguarding, or specific awareness of one such area.

Experience of such work either in the voluntary or statutory sector is beneficial but not essential, as applicants with backgrounds outside of professional roles or agencies can bring a different perspective.

Disclosure and Barring Service Check
Applicants will be subject to a satisfactory Disclosure and Barring Service check due to the sensitive nature of the role.

Essential Criteria
Applicants should:
- be 18 or older
- reside within the diocese
- have access to the internet
- have the basic ability to use applications for reading electronic papers.

Confidentiality
- All written and verbal information given to the committee in the course of their duties is strictly confidential.
- The committee is expected to keep all written information in a secure place.

Additional Information
You can find out more about safeguarding work on our website: Safeguarding | St Edmundsbury Cathedral (stedscathedral.org)

To Apply
If you are interested in this position, please contact the Chief Operating Officer and Safeguarding Officer:
Sarah-Jane Allison
Phone: 01284 784720
or
Email: sarah-janeallison@stedscathedral.org