

A photograph of St Edmundsbury Cathedral in Ipswich, England, featuring its prominent central tower and Gothic architecture, surrounded by lush greenery and a clear blue sky with scattered clouds.

Application pack

Safeguarding Officer

St Edmundsbury
Cathedral





Welcome

"Thank you for thinking of applying for the role of Safeguarding Officer at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. There follows below some more about us and about the role.

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.

Our story begins with the founding of the Abbey in 1020 by King Cnut. He named the Abbey after Saint Edmund, martyred in 869 by the Danes, and to this day Cathedral, Abbey and town carry that name. Over the succeeding centuries, several churches were built within the precincts of the Abbey. The nave of today's Cathedral is the successor of one of those churches, started in 1503. Our Grade 1 Cathedral was further altered from the 18th century onwards, the most recent additions being a new Gothic style tower, cloisters and chapels.

A sculpture by Elisabeth Frink entitled Crucifixion stands by the Treasury steps. The medieval Susanna Window contains Flemish glass and the west window depicts The Last Judgement - a magnificent example of late nineteenth-century craftsmanship. A painting of The Martyrdom of St Edmund by Brian Whelan sits in the Edmund Chapel. The Ancient Library, founded in 1595, has over 550 books mainly dating from the fifteenth and sixteenth centuries; providing a valuable resource for students and research.

The successful candidate will be joining the Cathedral community of this special place at a time of unique challenge and opportunity.

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 we are looking for to join our team, we would be delighted to receive your application."

Dean Re.



Who are we?

St Edmundsbury Cathedral is open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. Music forms a large part of activities, with several choirs and numerous musical events throughout the year. Our formal learning programmes are centred round our Learning Hub, in the heart of the Cathedral, where school children enjoy activities linked to the national curriculum, participate in reflective stories designed to encourage youngsters to behave more thoughtfully towards one another, and work with a team of local artists who help them respond to the world through creative art. Community groups such as the Mothers Union and Young Families regularly meet in the Cathedral. We have vibrant membership groups in the Friends of the Cathedral and the Friends of the Cathedral Music. More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes. We offer 960 regular services a year and around 100 special services.

St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees; much to be done, and much to enjoy.

Inclusive Church



We are an Inclusive Church and warmly welcome applications irrespective of gender or sexual orientation. We also encourage applications from Black, Asian, Minority Ethnic, and Global Majority Heritage 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 provided.



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

The Safeguarding Officer will lead and oversee all aspects of safeguarding within St Edmundsbury Cathedral, ensuring that the Cathedral remains a safe, supportive, and inclusive environment for children, young people, and vulnerable adults.

You will be responsible for ensuring that the Cathedral meets all statutory safeguarding obligations and complies fully with the Church of England's national safeguarding policies, diocesan frameworks, and relevant legislation. This includes proactively identifying potential risks, responding appropriately to safeguarding concerns, and ensuring effective reporting and case management in partnership with the Diocesan Safeguarding Team and statutory agencies.

Beyond compliance, this role is about embedding a culture of care, accountability, and transparency across the Cathedral community. You will support clergy, staff, and volunteers to understand their safeguarding responsibilities, ensure safer recruitment and training practices, and provide guidance and reassurance when safeguarding issues arise.

By acting as a source of expert advice, leadership, and advocacy, the Safeguarding Officer will help the Cathedral community uphold the highest standards of safety, dignity, and pastoral care, ensuring that everyone, regardless of age, background, or circumstance, can participate fully and confidently in Cathedral life.

The Cathedral Safeguarding Officer has operational authority within the Cathedral (subject to agreement with the Diocesan Safeguarding Officer with respect to responding to concerns and allegations against Church officers) for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards.

These four National Safeguarding Standards provide the framework for effective safeguarding practice across all Church settings:

1. Culture, Leadership, and Capacity – Promoting a culture where safeguarding is embedded in every aspect of Cathedral life, ensuring that leaders, clergy, staff, and volunteers model and champion best practice.
2. Prevention – Implementing robust safer recruitment, induction, and training processes, and proactively identifying and mitigating potential safeguarding risks.
3. Responding to Concerns – Ensuring that all concerns, disclosures, and allegations are taken seriously, responded to promptly, and managed in partnership with statutory agencies and the Diocesan Safeguarding Team.
4. Learning, Supervision, and Quality Assurance – Fostering continual improvement through regular review, reflection, and evaluation of safeguarding practice, ensuring accountability and transparency at all levels.

Together, these standards guide the Cathedral's commitment to providing a safe, nurturing, and trustworthy environment for all who engage with its worship, ministry, and community life.



Key Responsibilities

Strategic leadership

- Act as the Cathedral's primary safeguarding lead, providing authoritative advice and operational oversight to the Chapter, leadership team, clergy, staff and volunteers.
- Ensure compliance with national Church of England safeguarding guidance, diocesan requirements and all relevant statutory legislation.
- Develop, maintain and drive a measurable safeguarding action plan and improvement programme, ensuring policies and practice are implemented consistently across Cathedral activities.
- Produce clear, timely safeguarding reports and briefings for Chapter and committees translating case and compliance information into strategic recommendations.
- Actively promote a culture of accountability and continuous improvement, supporting leaders to embed safeguarding into planning, events, recruitment and everyday practice.
- Engaging in professional supervision and quality assurance provided by the relevant Regional Safeguarding Lead, and in continual professional development, including ensuring that the requirements of the National Safeguarding Learning and Development Framework for Safeguarding Officers are met.

Safer recruitment

- Lead and oversee safer recruitment processes for all paid roles and volunteer positions, ensuring job descriptions, interviews and selection processes assess safeguarding suitability.
- Support managers to make informed recruitment decisions and ensure all new starters receive safeguarding induction and appropriate supervision.

Case management

- Receive, triage and respond to safeguarding concerns and disclosures quickly and sensitively, ensuring the safety and welfare of those involved.
- Undertake initial risk and needs assessments and make appropriate referrals to statutory agencies and the Diocesan Safeguarding Team.
- Support and co-ordinate multi-agency responses where required, and follow agreed safeguarding pathways.
- Provide pastoral support and signposting to victims/survivors while ensuring appropriate boundaries, confidentiality and access to specialist support services.
- Manage allegations involving staff or volunteers in line with diocesan procedures, ensuring safe working arrangements are put in place while enquiries proceed.
- Maintain accurate, secure and auditable case records, ensuring all documentation complies with data protection (GDPR) and Cathedral record-keeping protocols

Meetings & governance

- Attend safeguarding-related meetings, including the Safeguarding Committee, Guild Committee and Forum, providing briefings, presenting reports and highlighting risks and compliance matters.
- Prepare agendas, papers and minutes as required; maintain an action log and follow up to ensure agreed actions are completed.
- Escalate unresolved risks or urgent safeguarding matters to Chapter and senior leadership in a timely and constructive manner.
- Attend Diocesan Safeguarding Advisory Panel (DSAP) Meetings.



Training & awareness

- Lead on Cathedral safeguarding training, coordinate and deliver induction and refresher training for staff, volunteers, and clergy.
- Maintain up-to-date records of safeguarding training for all staff and volunteers (showing completion and renewal dates).
- Create accessible safeguarding information and communications for the Cathedral community (e.g., weekly bulletin items, posters, webpages and event briefings) to raise awareness and reinforce good practice.
- Provide tailored briefings for high-risk roles and ongoing advice to managers and supervisors on safeguarding responsibilities.
- To evaluate training to ensure that learnings have been embedded.

Policy & risk management

- Review, update and implement the Cathedral's safeguarding policies and procedures on a regular schedule (and sooner where guidance or case learning requires change).
- Lead safeguarding risk assessments for services, events, volunteer activities and external bookings; provide straightforward, action-focused mitigation plans for event organisers and hirers.
- Conduct audits and spot-checks to ensure practice aligns with policy and report findings with recommended improvements.
- Ensure contractors, partner organisations and hirers meet required safeguarding standards and that any safeguarding responsibilities are set out contractually where appropriate.

Additional duties and professional development

- Provide clear, timely advice within agreed working hours and support any out-of-hours arrangements for urgent safeguarding concerns as agreed with Chapter.
- Maintain your own professional development through training, supervision and membership of relevant safeguarding networks; ensure learning is shared across the Cathedral.
- Carry out any other reasonable duties that support the effective delivery of safeguarding across the Cathedral.
- Attend the East Anglia Regional Safeguarding Network meeting three times a year, with other DSOs and CSO in the region

Key Relationships

- In the Cathedral, the Dean provides leadership concerning safeguarding, supported by Chapter and senior leadership team requiring good working relationships with both clergy and lay colleagues.
- It is essential that the CSO forms excellent working relationships with key people in the Diocese, including: the Diocesan Safeguarding Officer (DSO), the safeguarding team and other relevant staff; the chair and membership of diocesan safeguarding governance structures e.g., the Diocesan Safeguarding Advisory Panel (DSAP) and relevant sub-groups; and the National Safeguarding Team.
- It is essential to have good connections with colleagues in relevant local third sector agencies, including those working in the fields of homelessness, poverty, domestic abuse, mental health, substance misuse, refugee support, language and learning support, etc. Adults and children who are using, have used or may use the services of the cathedral, particularly in relation to safeguarding.



Person Specification

Essential Qualities

Qualifications

- Relevant safeguarding qualification/training, or willingness to undertake

Experience

- Substantial experience working with safeguarding in roles involving children and/or adults at risk.
- Handling safeguarding referrals, disclosures, and case management.
- Liaising with statutory services such as police, social care, and health agencies.
- Delivering safeguarding training or workshops to diverse audiences.
- Producing reports, maintaining accurate records, and managing confidential data.

Knowledge

- Excellent understanding of current safeguarding legislation, guidance, and best practice for children and adults.
- Knowledge of safer recruitment principles and DBS requirements.
- Understanding of GDPR and secure data management in relation to safeguarding.
- Awareness of the Church of England's safeguarding frameworks and National Safeguarding Standards (or willingness to learn).

Skills and Abilities

- Strong ability to assess risk and make clear, evidence-based decisions.
- Excellent verbal and written communication skills, with the ability to communicate sensitively and appropriately at all levels.
- Effective relationship-building skills, including working collaboratively with clergy, volunteers, statutory agencies, and community stakeholders.
- High levels of organisation and attention to detail, with the ability to manage multiple priorities calmly and effectively.
- Confident in designing and delivering safeguarding training and briefings.

Personal Qualities

- Integrity, resilience, and discretion when managing sensitive information.
- Empathy and pastoral sensitivity towards those impacted by abuse or allegations.
- A collaborative, approachable, and supportive leadership style.
- Ability to remain calm and make sound decisions in challenging situations.
- Commitment to promoting equality, diversity, and inclusion.
- Respect for the Cathedral's Christian values and willingness to work within its ethos.





Desired Qualities

Qualifications

- Relevant professional qualification (e.g. social work, education, counselling, youth work, nursing, or safeguarding).
- Membership of a relevant safeguarding or professional network.

Experience

- Experience working in a Church of England context or other faith-based safeguarding setting.
- Experience of developing and implementing safeguarding policies and risk assessments.

Knowledge

- Knowledge of trauma-informed approaches when supporting victims/survivors.
- Familiarity with Diocesan Safeguarding Adviser (DSA) roles and procedures.

Skills and Abilities

- Experience in facilitating safeguarding learning using innovative or digital approaches.
- Competence in using safeguarding case management systems or CRMs.

Other Requirements

- Willingness to undergo enhanced DBS checks, including barred lists.
- Flexibility to attend occasional evening or weekend meetings and events.
- Commitment to completing all mandatory safeguarding and leadership training as required by the Cathedral and Diocese.

To Apply

An application form can be found on our website: stedscathedral.org/vacancies and once complete should be sent to: hr@stedscathedral.org

Closing Date:

Interviews:



Terms and Conditions

Job Title: Safeguarding Officer

Professional Supervision: The Regional Safeguarding Lead

Contract: Permanent

Salary: 22,500 per annum (FTE £39,375)

Hours per week: 20 hours

Annual Leave: 25 days plus bank holidays (Pro Rota)

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

Pension

After 12 weeks' service, the post-holder will be auto-enrolled into a pension scheme with the Church Workers Pension Fund.

Policies and Procedures

To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

Other terms and conditions

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.