



Exeter  
Cathedral

Careers

# Cathedral Safeguarding Officer *Application Pack*

# Cathedral Safeguarding Officer

Exeter Cathedral has a vacancy for a Cathedral Safeguarding Officer. This is an exciting opportunity to be a member of the Cathedral Safeguarding Team working in partnership with Exeter Diocesan Safeguarding Team.

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat, which is the symbol of his authority. The Cathedral is a registered charity, managed by the Chapter/Trustees. For more details visit our website [here](#).

The successful candidate will be embedded in the life of the Cathedral as the main place of work. They will also benefit from working closely with the Diocesan Safeguarding Team for serious safeguarding matters, policy development and providing support for victims and survivors of abuse, with access to Diocesan support and resources.

## Exeter Cathedral

Exeter Cathedral is one of Europe's most magnificent cathedrals, located in the heart of Devon and is a vibrant community hub, heritage destination, event venue and a home to a living faith and musical tradition.

The Cathedral is the principal church of the Diocese of Exeter and contains the Bishop's seat, which is the symbol of their authority. The Cathedral is run and managed by the Dean and the Chapter, supported by the College of Canons.

## Our Values

In response to Jesus' commandment, we seek to Love God with all our heart, soul, mind, and strength and Love our neighbour as ourselves. Exeter Cathedral is a sacred and beautiful place at the heart of Devon. We seek to:

- be a community of engaging worship and prayer, gracious welcome, and transformation (Worship);
- offer an inclusive invitation to engage with our worship, community, arts, heritage, and events (Welcome);
- enable all who engage with our life to flourish within a healthy safeguarding culture (Wellbeing).
- Support this, we seek responsibly to develop our people, buildings, treasures, and finances, in support of a sustainable future for the cathedral and God's creation



## Job Description

**Job Title:** Cathedral Safeguarding Officer

**Department:** Administration/Safeguarding

**Location:** Exeter Cathedral Office

**Reporting to:** Chief Operating Officer in respect of employment with support from the Diocesan Safeguarding Team in respect of technical safeguarding matters and professional development. Professional and technical support will also be provided by the Regional Safeguarding Lead.

**Key Relationships:** Chapter, Chapter Safeguarding Lead, Cathedral Strategic Safeguarding Committee, Cathedral Operational Forum, Heads of Department, Diocesan Safeguarding Team, Safeguarding Triage Team and School Safeguarding Team.

**Contract Type:** Part time/Permanent

**Hours of Work:** Part time 16 hours a week (832 hours per annum on an annualised contract). This role operates Monday to Sunday throughout the year. Some working at weekends and/or bank holidays maybe required. Additional hours maybe required to fulfil the requirements of the role at certain times throughout the year. Overtime is paid at the normal hourly rate.

**Salary:** 15,683 per annum (FTE is £34,307)

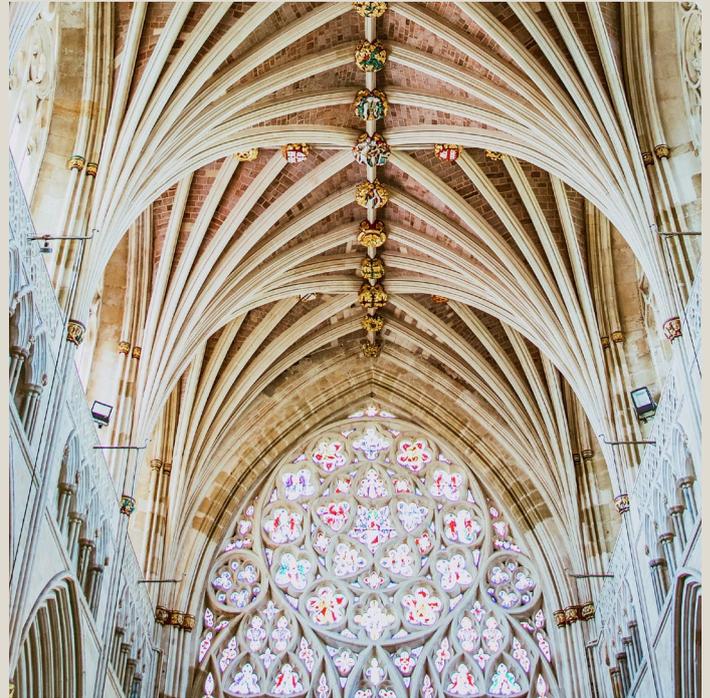
**Annual Holidays:** The holiday entitlement is 30 days per year (pro-rata), including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager.

**Pension Scheme:** The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

# Job Summary

The Cathedral Safeguarding Officer (CSO) maintains and builds on the strong culture of safeguarding at Exeter Cathedral in carrying out an effective safeguarding role as a key visible member of the Cathedral team.

The postholder will actively promote awareness and understanding throughout the Cathedral community of clergy, staff, volunteers and worshippers that the safeguarding needs of children, young people and vulnerable adults are paramount.



The successful applicant will be responsible for developing and implementing Cathedral safeguarding arrangements, best practice, policies, and training. The CSO will ensure that identified safeguarding risks are appropriately managed and that the Cathedral implements any emerging national policies and procedures, to maintain current and best safeguarding practices.

The CSO is responsible for non-serious safeguarding casework management. Serious safeguarding allegations are managed by the Diocesan Safeguarding Team (DST) with whom you will have a key relationship but where appropriate, the DST may ask the postholder to assist with the initial investigation. The postholder must ensure that all safeguarding allegations are promptly and appropriately reported to the Cathedral Triage Team.

In liaison with the DST, the post holder will effectively communicate and initially engage with survivors and victims of abuse. The DST provides support for survivors and victims of abuse.

# Key Relationships

In the Cathedral, the Dean provides safeguarding leadership supported by the Chapter and senior leadership team requiring good working relationships with clergy, lay colleagues and volunteers. The CSO will advise the Chapter on all safeguarding matters, ensuring that all guidance aligns with both Ecclesiastic and Charity laws, Church of England guidance, and national directives from the House of Bishops.

It is essential that the CSO develops and maintains excellent working relationships with key people in the Chorister School, Diocese, including the Chair of the Diocesan Safeguarding Advisory Panel, CSOs in other Cathedrals the National Safeguarding Team and with the Regional Safeguarding Lead.

The CSO will develop relationship with relevant officers in the various statutory authorities such as the Local Authority Designated Officer (LADO); key officers from local authority adult social care and children's services and associated partnership arrangements); Probation Service, including officers responsible for Multi Agency Public Protection Arrangements (MAPPA); Police officers from key teams; and health services.

It is also desirable 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.

## Key Duties and Responsibilities

The CSO with the support of the DST, has operational authority within the Cathedral for the following responsibilities, arranged according to the Church of England's National Safeguarding Standards:

### **Standard 1: Organisational culture, leadership, and capacity**

Church bodies must have safe and healthy cultures, effective leadership, resourcing, and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes.

The CSO will lead the Cathedral's work on this standard by:

- Working with key stakeholders including the Dean, Chief Operating Officer, the Chapter, and Department Heads to develop and improve the safeguarding practice and culture across the Cathedral.
- Working with the Chapter in ensuring that safeguarding is embedded in the Cathedral's strategic goals.
- Working with the Marketing and Communications Manager to develop and maintain an annual safeguarding awareness program.
- Cooperating with and supporting the work of the relevant Cathedral committees and structures, the DST and the Diocesan Safeguarding Advisory Panel. This includes the role of the Chair for the Triage Team weekly meetings and the Operational Safeguarding Forum.
- Giving advice, support, direction, and challenge, as required, to the Dean, Chapter, and other church officers across the Cathedral.



## **Standard 2: Prevention**

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

The CSO will lead the Cathedral's work on this standard by:

- Co-ordinating the implementation of House of Bishop's safeguarding policy and practice guidance in the Cathedral.
- Escalating safeguarding concerns or issues to the appropriate body, such as the Diocesan Safeguarding Officer, and/or the relevant statutory safeguarding agency, including the Charity Commission, and/or the National Safeguarding Team, as the situation requires.

- Managing the Cathedral's response to ongoing safeguarding quality assurance and audit processes.
- Ensuring that appropriate learning and reflective practice takes place across the Cathedral arising from safeguarding casework, including, where required, commissioning or requesting safeguarding practice reviews.

## **Standard 3: 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.

The CSO will lead the Cathedral's progress on this standard by:

- Ensuring that all allegations and concerns relating to Church Officers and members of the clergy are reported to the Diocesan Safeguarding Officer (DSO) and/or relevant members of the National Safeguarding Team (NST).
- Leading and coordinating all aspects of safeguarding casework within the Cathedral, ensuring that all work is completed in line with the House of Bishop's safeguarding policy and guidance.
- Identifying and mitigating emerging safeguarding risks.
- Maintaining the emerging safeguarding risk register.

## **Standard 4: 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.

The CSO will lead the Cathedral's progress on this standard by:

- Coordinating the Cathedral's response to those reporting abuse.
- Working with the DST to implement the House of Bishop's Responding Well to Victims and Survivors of Abuse guidance.

### **Standard 5: 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.

The CSO will lead the Cathedral's progress on this standard by:

- Working collaboratively with the Diocesan and National Safeguarding Team and other Church of England Safeguarding Officers. This will involve attending national safeguarding events and activities.
- Engaging in professional supervision and quality assurance provided by the Diocesan Safeguarding Officer and the Regional Safeguarding Lead.
- Providing, and coordinating with support from the DST, the provision of safeguarding training across the Cathedral, according to the Church of England's Safeguarding Learning and Development Framework found [here](#).
- Undertaking Safeguarding related training to the required level including refresher training.
- Developing and implementing a training evaluation process for all staff and volunteers undertaking safeguarding training.
- Providing training on both a formal and informal basis to all staff and volunteers including providing Safeguarding updates at Town Hall and all staff meetings.

## **General Responsibilities**

**This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.**

- The post holder will be aware of and comply with all standards, policies and procedures set by the Cathedral including, but not limited to, Safeguarding, Code of Conduct, Staff Handbook, Health and Safety, GDPR, and financial procedures.
- The post holder may be required to:
  - Undertake other duties and responsibilities commensurate with the level and scope of the post.
  - Work outside normal office hours including occasional weekend working, subject to time off in lieu.

- The post holder is required to:
  - Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
  - Keep up to date with developments in their area of work.
  - Participate in performance management and appraisal.
  - Engage in training and continuous professional development activities.
  - To work in a confidential and sensitive manner at all times.
  - To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
  - To fully participate in the appraisal process.
  - This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

## Qualifications

Relevant professional qualification or equivalent experience (for example, social care, education, mental health, criminal justice or relevant third sector), with current professional registration where applicable.

## Knowledge

### **Desirable**

- Relevant professional qualification or equivalent experience (for example, social care, education, criminal justice or relevant third sector), with current professional registration where applicable.
- Understanding of the Cathedral's mission, ethos, and values, with an ability to engender this in others through your work. A person in sympathy with the Christian faith.
- Good working knowledge of current safeguarding legislation and guidance.
- Understanding of data protection and data management requirements pertaining to sensitive data.
- Good working knowledge of Microsoft Office, particularly Outlook, Teams, Word, and Excel
- Knowledge of the Church of England, its structures and processes.

# Experience

## Desirable

- Case worker lead responsibility in cases involving the protection and safeguarding of children and/or adults.
- Broader leadership and management responsibility and/or influence regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Experience of working with victims, survivors, and perpetrators of abuse.
- Working with statutory and non-statutory organisations in managing safeguarding allegations and assessing risk.
- Experience of managing risks.
- Experience in the risk management of those who have offended against, or may pose a risk to, children, young people, or vulnerable adults.
- Good understanding, or experience of, working with victims and survivors of abuse.
- Good knowledge, or some experience, of the culture and work of the Church of England or another Christian denomination.

# Personal Attributes

## Essential

- The ability to inspire the trust, confidence, and commitment.
- A strong value base and commitment to doing the right thing.
- Excellent people skills, with an ability to work collaboratively in an approachable and constructive manner, cooperating with colleagues of different disciplines and organisations.
- An awareness of wellbeing, with an understanding of the relationship between wellbeing and safeguarding as well as an understanding of the key differences in thresholds.
- A good understanding of self; understands how their personal history, life experiences and characteristics inform how they understand and respond to safeguarding situations.
- The ability to be self-reflective, welcoming feedback from others.
- A high level of personal resilience - working effectively in a pressured environment and under scrutiny.
- A strong commitment to equality and diversity.
- A broad sympathy with the aims and objectives of the Church of England.
- Ability to maintain the highest standards of confidentiality, and to work sensitively with those who may be affected by safeguarding issues.
- Ability to work both independently and in teams, using one's own initiative and being accountable.
- Excellent organisational and time management skills, with meticulous attention to detail.
- A willingness to challenge stereotyping, prejudice, discrimination, and bias.

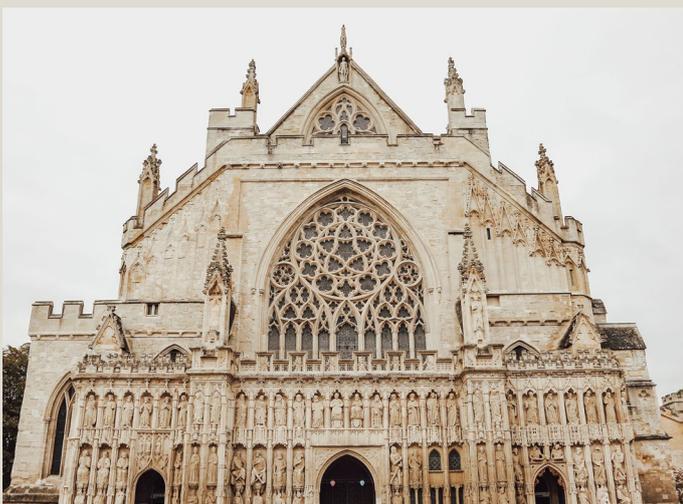
# Skills

## Essential

- Apply good safeguarding practice in a way that delivers positive outcomes for children, young people and vulnerable adults.
- Transfer good safeguarding practice to a non-statutory organisation, working with colleagues from a non-safeguarding background, and achieve good safeguarding outcomes in that context.
- Provide clear leadership across an organisation regarding the development of good safeguarding practice and healthy safeguarding cultures.
- Manage, support, train and coach others in the implementation of good safeguarding practice.
- Communicate clearly and effectively, engaging diverse stakeholders with authenticity and expertise.
- Maintain the highest standards of confidentiality and to work sensitively around those affected by safeguarding issues.
- Quality assures safeguarding practice.
- Develop effective new ways of working for an organisation.

We acknowledge that this role is wide-ranging. As outlined above, we want to express the role's scope as fully as possible to be transparent, but we also want to be realistic.

# Safeguarding



Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

Appointment is subject to clearance from the Disclosure and Barring Service at the Enhanced level and receipt of appropriate references.

# How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/>, and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your curriculum vitae, if you wish.

For an informal conversation about this role, please email [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

Applications should be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

The closing date for applications is 12 noon, Thursday 2 April 2026  
Interviews will be held on Tuesday 7 April 2026.

