



DIOCESE OF **Hexham & Newcastle**



Application Pack

Safeguarding Co-ordinator

Thank you for taking interest in applying for the Safeguarding Co-ordinator role in our Diocese. You will find a very friendly and supportive work environment within our Diocesan family.

Safeguarding is everybody's responsibility. Leaders in safeguarding must show best practice in their personal conduct, in the culture they help create across the Diocese and in their decisions and actions to safeguard the vulnerable. As the Safeguarding Co-ordinator you will work closely with me, providing me with all the relevant information I need to know and, together with the Safeguarding Team and Safeguarding Committee, advising me on what appropriate steps are needed. You and your Team will advise me and assist me and others in listening to and exercising pastoral care for those who have suffered abuse. You will advise me on what training is required for our clergy and all employees and volunteers.

We will meet regularly in person to ensure best practice is exercised in our Diocese.

I encourage you to read our most recent Catholic Safeguarding Standards Agency Audit Report. It reports the good practice which is found in all areas of Diocesan life. We have all worked hard to ensure improvements. We are far from complacent and seek to ever improve our safeguarding culture and practice. I look forward to working with the successful candidate, and the whole diocesan family, in the years ahead to ensure further improvements.

May I wish you every blessing in your application.

+ Stephen

Bishop of Hexham and Newcastle.

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together within five Deanery areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

Our Vision

We commit to:

- To Walk with Jesus and Enable Others to Encounter Him.
- To Grow as One Diocesan Family – Rebuilding Relationships.
- Forming and Developing People for Mission.
- Living Justly and Caring for Our Common Home.

The Diocese of Hexham and Newcastle is committed to safeguarding all who participate in the life of the Church.

As we continue to build on the excellent work already in place, we are seeking a highly skilled and experienced safeguarding professional to take on the role of Safeguarding Co-ordinator. This leadership position will be pivotal in maintaining a culture of safeguarding and ensuring compliance with safeguarding legislation and best practice. You will work closely with trustees, clergy, employees, volunteers, victims/survivors of abuse, and external agencies to ensure that safeguarding is fully integrated into all activities, and that the safety of vulnerable individuals remains a top priority. The role demands strong leadership, expert safeguarding knowledge, and a proactive approach to managing risks and incidents.

Accountable to the Bishop of Hexham and Newcastle and Trustees for the successful delivery of an effective safeguarding function, you will report to the Chief Operating Officer. You will work closely with the Chair of the Safeguarding Committee, providing timely and accurate advice to members on policy and practice in safeguarding matters, along with case management.

You will inform and provide expert advice, working collaboratively on all matters relating to safeguarding in order to provide effective assurance that safeguarding arrangements are appropriate, continuously evaluated, and where necessary improved with learning implemented.

You will be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

What will your principal duties and responsibilities be?

Strategic Leadership and Oversight:

Lead the development and delivery of safeguarding strategies across the Diocese, ensuring all activities align with safeguarding best practices and compliance requirements. Ensure the safeguarding framework is comprehensive, effective, and continuously updated.

Policy and Procedure Development:

Review, develop, and implement safeguarding policies and procedures to ensure compliance with national Catholic Safeguarding Standards Agency guidance, local authorities, and best practice standards. Ensure that policies reflect the needs of vulnerable individuals and are regularly reviewed and updated.

Case Management and Risk Assessment:

Lead and manage all safeguarding cases, working with diocesan personnel and external agencies to ensure individuals at risk are protected. Provide expert guidance on risk assessments and ensure appropriate action is taken when concerns arise.

Training and Development:

Design, implement, and oversee the delivery of safeguarding training for diocesan personnel. Ensure all relevant parties are informed about safeguarding policies and equipped to handle safeguarding issues effectively.

Collaborative Working:

Build and maintain strong working relationships with local safeguarding boards, statutory agencies, and external safeguarding bodies. Lead multi-agency collaboration to ensure effective interventions and support for individuals at risk.

Reporting and Governance:

Provide regular safeguarding updates to the Bishop and Trustees and the Safeguarding Committee. Ensure accurate records are maintained and that any safeguarding concerns are escalated appropriately.

Monitoring and Continuous Improvement:

Monitor and evaluate safeguarding practices and policies to ensure best practice is maintained, along with continuous improvement. Conduct audits and assessments of safeguarding activities and make recommendations for further development.

Crisis Management and Response:

Respond promptly and effectively to safeguarding incidents, providing leadership and direction during investigations, ensuring appropriate actions are taken and in accordance with established protocols.

What skills and experience do you need to apply?

Essential Qualifications and Experience:

- In-depth understanding of safeguarding legislation, guidance, and best practice frameworks, including national and local statutory requirements.
- Proven experience working in safeguarding or related fields such as social work, health, police, or probation.
- Strong leadership and management experience with a proven ability to lead teams, influence decision-making, and build a culture of safeguarding.
- Demonstrable experience in risk assessment and case management within safeguarding, with the ability to handle sensitive and complex situations.
- Excellent communication skills with the ability to build relationships with a diverse range of stakeholders, including victims/survivors of abuse, trustees, clergy, employees, volunteers, external agencies, and the general public.
- Excellent IT skills

Desirable Qualifications and Experience:

- A relevant professional qualification in social work, health, criminology or a similar field.
- Safeguarding in a church or community setting.

You must also have:

- A Full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK.
- The ability to work flexibly.

Personal Attributes

- ***Commitment to Safeguarding:*** A proactive, clear and demonstrable commitment to safeguarding.
- ***Integrity and Ethics:*** High standards of professionalism, integrity, and ethical behaviour.
- ***Problem Solving and Decision Making:*** Strong analytical and problem-solving skills, with the ability to make decisions swiftly and accurately.
- ***Collaborative and Team-Oriented:*** Ability to work collaboratively with diocesan personnel, agencies, and stakeholders, ensuring an holistic and integrated approach to safeguarding.

What will we offer you?

- Salary: £46,000 to £52,000 pa, depending upon experience, and a workplace pension scheme where we match up to a maximum of 7.5% of your salary.
- Holidays: 30 days holiday per year plus statutory holidays.
- Hours: full-time 37.5 hours a week, generally Monday to Friday. Some evening and weekend working will be required.
- Contract: Permanent – subject to satisfactory probationary period.
- Health and well-being support, including access to an Employee Assistance Programme via the pension scheme.
- Cycle to Work Scheme.

Location: Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.

How can you apply?

To apply, please send:

- A letter of application explaining why you want to work with us and what you would bring to the role, with evidence of how your skills and experience would enable you to fulfil the principal duties
- A CV and the names and contact details of two people that we may approach for professional references should you be successful in your application
- Please send these by email to human.resources@diocesehn.org.uk

If you would like a confidential conversation about the role, please contact Fiona Standfield, Chief Operating Officer by email fiona.standfield@diocesehn.org.uk or telephone 0191 243 3300.

Closing date for applications: Tuesday 25 March at 12 noon.

This appointment will be subject to:

- Two satisfactory professional references.
- Evidence of right to work in the UK.
- Completion of mandatory safeguarding training.
- A satisfactory Enhanced Disclosure by the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment, but you must declare this in writing at the appropriate stage during the recruitment process.

We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977



Better Health
at Work Award
Silver Award