



Cathedral Safeguarding Officer

Recruitment Information Pack

February 2026



CHELMSFORD
CATHEDRAL

Job description

Job Title: Cathedral Safeguarding Officer

Line Manager: Chapter Safeguarding Lead

Key relationships: As part of their role, the CSO will work closely with the Cathedral Safeguarding Lead, the Diocesan Safeguarding Team including the Diocesan Safeguarding Advisory Panel (DSAP); all other relevant stakeholders including Chapter, Residentiary Canons, the Chief Operating Officer, Cathedral Safeguarding Committee, Governance and Committees manager and volunteer Cathedral Safeguarding Assistants. In addition, the post-holder will work with all relevant external agencies, e.g., CofE National Safeguarding Team (NST), Police and Probation services, local authorities, Domestic Abuse Services.

Hours: 28 hours per week.

Salary: £36,000 FTE

Tenure: This is a 3 year contract.



Job description

Job Summary:

The role of the Cathedral Safeguarding Officer is to maintain and build on the strong culture of safeguarding at Chelmsford Cathedral and carry out an effective lead safeguarding role as a key visible member of the Cathedral team.

The Cathedral Safeguarding Officer will advise the Cathedral on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops. They will work collaboratively with the Diocese and the National Safeguarding Team. This includes playing a leading role in the preparation for the upcoming INEQE safeguarding audit of Chelmsford Cathedral and Chelmsford Diocese scheduled February 2027.

The role carries responsibility for safeguarding casework, including ensuring that allegations of abuse are promptly and appropriately handled, and where appropriate referred to the statutory authorities. Further, the role holder will effectively communicate and engage with survivors and victims of abuse.



The Cathedral Safeguarding Officer will make sure that safeguarding risks are appropriately managed and ensure that the Cathedral is applying any emerging national policies, procedures and best practice so that our ways of working continue to remain current. The role holder will be a presence in the Cathedral community, familiar at Sunday services and other gatherings and events as appropriate.

The successful applicant will be responsible for the development and implementation of Cathedral safeguarding arrangements, good practice, policy and training. This will include an element of safeguarding administration, working alongside the Cathedral Governance and Committees Manager, including preparing evidence for the upcoming INEQE audit of Chelmsford Cathedral and Diocese in February 2027.

The role holder will promote awareness and understanding throughout the Cathedral community (staff, volunteers and worshippers) of the needs of children and vulnerable adults and actively promote the philosophy that their interests are paramount. They will be responsible for line-managing the two Cathedral volunteer Safeguarding Assistants.

Chelmsford Cathedral

Chelmsford Cathedral is set in an urban context in central Chelmsford. The Cathedral itself sits in a closed churchyard which provides a thoroughfare for pedestrians and restful green space in a square of period properties. It is also, however, sited close to the Magistrates and Crown Courts, Essex Police Headquarters and a building which accommodates asylum-seekers; very much reflecting its urban setting and the importance of its services to the communities using these facilities. The Cathedral building comprises of the Cathedral, associated preparation rooms, robing spaces, the Song School, as well as washroom and kitchen facilities.

The offices and conference centre were built in the 1980s and both sit within a short walk from the churchyard. We do not have a Cathedral close, thus clergy housing sits behind further green space which is owned by the Guy Harling's Estate Trust.

Chelmsford became a city in 2012 and was recently voted as one of best cities in the country for family living. It is an area with a rich history and is economically thriving. The city centre has seen a great deal of recent development, including the pedestrianisation of the high street, further shopping areas, as well as new and rejuvenated leisure facilities.

The Knightbridge Library, Chelmsford Cathedral



Chelmsford Cathedral

Introduction by the Dean

I am delighted that you have expressed an interest in the role of the Cathedral Safeguarding Officer at Chelmsford Cathedral.

Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London.

A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.



It has been described as a “jewel box of contemporary art” - from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet’s Tree of Life mural; from the bright ordered geometry of Beryl Dean’s patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It’s a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It’s a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor’s annual service), for diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England’s smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, diocese and world in need of peace and compassion.

A handwritten signature in black ink, appearing to read 'J Martin', written in a cursive style.

The Very Revd Dr Jessica Martin,
Dean of Chelmsford Cathedral

Roles and responsibilities

Main Duties

To lead the Cathedral's work on the following National Standards:

- Organisational culture, leadership and capacity - Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high-quality safeguarding practices and outcomes
- Prevention - Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context
- 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
- 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
- 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
- To be responsible for recording, investigating and managing all Safeguarding concerns;
- To assist the CSL with production of monthly and annual safeguarding reports and to attend Chapter (as required) and Committee Meetings (as directed)
- To assist the Chief Operating Officer and Governance Manager in the production of risk assessments, policies and procedures where there are safeguarding aspects to them
- To be the main contact between the Cathedral and the Diocese Safeguarding team
- To undertake some safeguarding administration including the preparation of evidence for the upcoming INEQE audit in February 2027
- To provide advice in relation to obtaining criminal record checks (DBSs) for staff and volunteers
- To network with other Cathedral advisors/officers, nationally
- To be a presence on the Cathedral floor and offices, including at services and other events as appropriate



Roles and responsibilities

Other responsibilities:

- To participate in performance reviews and appraisals
- To ensure that professional skills are regularly updated through participation in training and development activities
- Any other duties and responsibilities as may be required by Chapter



Person Specification

Skills

- Able to maintain the highest standards of confidentiality and work sensitively with those who may be affected by safeguarding issues
- Able to work co-operatively with colleagues of different disciplines and pro-actively network with other partnership agencies and other Cathedral counterparts by attending annual meetings and conferences as required
- Able to work using own initiative and be accountable
- Competent managing different Safeguarding databases and complex casework
- Excellent interpersonal skills with people at all levels – internally and externally, and able to work collaboratively in an approachable and constructive manner
- Excellent organisational and time management skills, as well as meticulous attention to detail
- Proficient in the use of the Microsoft Office suite, including Microsoft Word, Excel and Outlook
- Strong written and oral communication skills

Knowledge and Experience

Essential

- Understanding risk management of those who have offended against children or vulnerable adults and who may pose a risk to children or vulnerable adults
- Knowledge of the structure and operation of statutory and voluntary organisations in Safeguarding
- Extensive experience of managing safeguarding casework, with the ability to create and deliver risk management and support plans (E)
- Understanding of data protection and data management requirements surrounding sensitive data
- Commitment to continuous organisational improvement & the ability to act as an agent of change
- Experience of working in an organisation with both paid staff and volunteers
- Some knowledge of Church life and the culture and structure of the Church of England as an organisation

Desirable

- Experience of safeguarding in a Church context
- Experience of the Disclosure & Barring Service
- Experience working with victims, survivors and perpetrators of abuse



Person Specification



Personal Attributes & Values

- Understanding of and enthusiasm for the Cathedral's overall vision and values
- Sympathy with the Christian faith
- Inspires the trust, confidence, commitment of others and welcomes feedback
- Recognises the significance of the Church of England's role in promoting the safeguarding of children and adults
- Provides clear leadership across an organisation regarding the development of good safeguarding practice and healthy cultures
- Understands, supports and promotes inclusion and diversity in the workplace and every member of the community that the Cathedral serves
- Pragmatic and solution-oriented
- Committed to high standards and continual improvement
- Willingness to engage with & implement the use of new software, applications and systems

Any Other Duties

This job description gives an overview of your responsibilities. It does not form part of your contract of employment, and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training. You may be required, with notice, to work outside of your normal working hours for which time off in lieu will be given.

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.

You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017). We follow best practice for Safer Recruitment.

Additional details

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed.

If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone.

The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.



Application

Application Process

Please complete the Application Form, and submit it with a covering letter and your CV, with reference to the above role description and person specification and return to samantha.hughes@chelmsfordcathedral.org.uk

The closing date for applications is 12pm on **Monday 16 March 2026**. Interviews will be the week beginning **23 March 2026**. More information about the process will be provided to the shortlisted candidates nearer the time.

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.





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