



Parish Safeguarding Support Officer

**Appointment Pack
June 2026**



Thank you for your interest in the role of Parish Safeguarding Support Officer.

We are looking for someone with a strong administrative and IT background and good interpersonal and communication skills to join our small professional team to provide practical support to parishes in this important area. The team will support you in translating your skills and experience into the framework and practices of the Diocese.

This is a full time, permanent role which could be carried out by one person, or by two people splitting the hours between them.

If you would like an informal conversation to help you in considering your application please contact Jez Hirst, Director of Safeguarding to arrange this - jez.hirst@stalbandsdiocese.org.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'D White'.

David White
Diocesan Secretary

THE SAFEGUARDING TEAM

As Christians, we have a special responsibility to safeguard the vulnerable within our church communities and to offer caring and respectful pastoral ministry to all.

In every diocese the Diocesan Bishop is ultimately accountable for safeguarding.

The composition of the Safeguarding Team is currently:

- Diocesan Director of Safeguarding and Diocesan Safeguarding Officer
- Deputy Diocesan Safeguarding Officer
- Part Time Training Coordinator and Trainer
- Part Time Assistant Diocesan Safeguarding Officer
- Part Time Safeguarding Administrator
- Part Time DBS Administrator

The Deputy and Assistant Diocesan Safeguarding Officers support the Diocesan Director of Safeguarding in advising the Bishop, senior staff and those responsible for the care of children and vulnerable adults.

This new role supports parishes with their safeguarding responsibilities, and will be the main point of contact for parish Safeguarding Officers. The role is full time, but could be carried out as a job share between two people, working either 0.5 each or 0.6 and 0.4.

Job Description

Job Title:	Parish Safeguarding Support Officer
Department:	Safeguarding
Line Manager:	Diocesan Safeguarding Officer
Reviewed By:	Diocesan Safeguarding Officer
Date:	June 2026

Job Profile

Purpose of the Role

To support the Diocesan Safeguarding Team to bridge the gap between national safeguarding requirements and standards and local parish implementation and to provide technical and administrative guidance to Parish Safeguarding Officers (PSOs) and clergy. To support parish safeguarding as a champion for the Parish Safeguarding Dashboard and Safeguarding Hub. To arrange and follow up from the Archdeacon's Questionnaires and to encourage and support all parishes to reach and maintain required safeguarding standards.

Decision Making and Authority

The role holder has responsibility to manage the generic safeguarding inbox and answer parish enquiries made by email or phone which are not casework. The role holder has no budget responsibility. To exercise professional judgement when responding to safeguarding related queries, escalating concerns appropriately to the Diocesan Safeguarding Officer (DSO).

Operate within clearly defined safeguarding procedures, recognising the boundaries of the role and when to refer decisions upward and maintain clear audit trails of advice given and actions taken.

Guidance and Direction

The role is both proactive and reactive. The role holder is required to respond well to parish enquiries and to examine data systems and identify parishes who need help, and pro-actively approach and engage them. The role holder will work under the guidance of the DSO. The role holder will work to the Safeguarding Strategy action plans to improve parish understanding and compliance. The role holder will receive regular supervision and direction from the DSO while demonstrating initiative in day-to-day responsibilities.

Key Relationships and Context

It is essential that the role holder builds and maintains excellent working relationships with:

- Diocesan Safeguarding Officer and wider team.
- Diocesan departments
- Archdeacons
- Parish clergy and leaders.
- Parish Safeguarding Officers.

Pressure and Working Environment

The role is mostly office based with some flexibility for home working in regular office hours. Travel is expected within the diocese as part of the role. There is requirement to be flexible and meet PSOs and other parish representatives out of office hours. There will not be any consequential deadlines. However, the role requires responsiveness to time-sensitive safeguarding matters which may require prompt action and prioritisation.

Duties and Key Responsibilities

- To act as the primary point of contact for PSOs and clergy, providing advice on implementing the mandatory safeguarding requirements and national standards.
- To act as a key link between national Church safeguarding guidance and code, and parish-level practice, ensuring consistent understanding and application across all parishes.
- To provide hands-on support, advice, and provide practical tools to clergy and PSOs to enable confident and effective safeguarding delivery.
- To champion a culture of safeguarding excellence, ensuring that safeguarding is embedded as a core part of parish life rather than a compliance exercise.
- To support parishes in using the Parish Safeguarding Dashboard and Safeguarding Hub.
- To deliver guidance, troubleshooting, and informal training on the Dashboard and Hub.
- To monitor system data to identify gaps and follow up with parishes with low compliance or confidence in safeguarding processes.
- To record initial safeguarding referrals onto the National Case Management System (NCMS) and maintain confidentiality.
- To ensure all safeguarding information is recorded accurately, securely, and in line with data protection requirements.
- To report activity to the DSO about parish safeguarding including raising any concerns about individual parishes.
- To provide information to enable the reporting of the status of parish safeguarding to DSAP and DBF on a regular basis.
- To support parishes in implementing improvement plans and monitoring progress over time.
- To promote awareness of all available support within parish interactions and ensure all parish resources on the diocesan website are available and up to date

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Sexual Harassment Prevention
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Skills/Aptitudes

- A background in safeguarding, involving preferably both children and vulnerable adults, and experience in handling initial safeguarding referrals.
- Proficient with Microsoft 365, SharePoint, Excel, Teams, and PowerPoint and be confident in learning different software including the Parish Safeguarding Dashboard, Safeguarding Hub and National Case Management System (NCMS).
- An ability to manage difficult conversations, provide supportive "challenge" to parishes, and communicate sensitive information securely.

Knowledge/Experience

- Familiarity with parish life and practices and an understanding of the unique safeguarding challenges within the Church of England.
- Practical experience within a parish setting and experience engaging with parish communities.
- Experience of using data to inform actions and planning.
- Strong IT literacy, including the ability to troubleshoot technological challenges for others.

Personal Attributes

- A commitment to safeguarding as an essential part of the Church of England's work.
- Calm, with a professional disposition and solution-focused. Able to build strong, positive relationships.
- Excellent communication skills with the ability to engage stakeholders at the required level.
- Self-motivated and enthusiastic.
- Ability to work under pressure and maintain discretion and confidentiality.
- A broad sympathy with the aims and objectives of the Church of England.
- High level of integrity and professionalism.
- A collaborative and supportive team member.

Education & Qualifications

- The successful candidate will be educated to degree level or the equivalent with a good level of literacy and numeracy.

The role requires a Basic DBS Check due to the sensitive nature of the information handled.

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total parish electoral roll number is approximately 22,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy, imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. This work is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

- Salary:** A competitive salary of £43,013 per annum FTE (or pro-rata for a part time role).
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a full time position of 35 hours per week, but could be covered by two people working part time hours. Normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours commitments, for which time off in lieu is given.
- Holidays:** The full time annual leave entitlement is 26 days per year, plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is permanent role. Following a four months' probationary period, the notice period will be three months.
- Place of Work:** This is a flexible role involving a mixture of parish visits, homeworking and office-based work, the role involves travel to parishes across the Diocese. Attendance at the Diocesan Office is expected for a minimum of two days per week.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post.
-

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form to the Diocesan Secretary (details below):

Closing date: **Wednesday 1 July 2026, 12 noon**
Interviews: **Monday 13 July 2026, in St Albans**

Submit via email: HR@stalbandsdiocese.org

or by post to:

David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge,
41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.