

Our Vision - 'All for Jesus'

Job Description – Parish Safeguarding Officer

Job Title: Parish Safeguarding Officer (PSO)

Salary - £26,000 to £27,428 (Full-time equivalent £38k-£40k depending on experience (Band 6) incl London Weighting)

Department: Enabling

Location: In and around the parish of All Souls Church

Hours: 24 hours per week; the hours will be flexible including some evenings and weekends

Annual Leave: 25 days plus bank holidays, pro rata. It will be necessary for annual leave to be coordinated with other key personnel.

Spiritual Refreshment Days. You will be required to take 2 days per year for spiritual refreshment

Job Purpose

All Souls Church is a conservative Anglican evangelical church with a large and diverse church family and wide-ranging ministries, including with children, those experiencing homelessness, women in the sex industry, and the elderly. Our ministries are focused on London and reach across the world, including through our mission partners. We long to live for Jesus, as thankful people in a constantly changing city.

We are looking for a Parish Safeguarding Officer to work under the Director of Operations to ensure that, as a church, we fulfil our commitment to safeguard and promote the welfare of children and adults at risk in accordance with Church of England and Diocese of London safeguarding policies and guidance, and in accordance with all legal requirements.

This role comprises the following main areas of responsibility:

- Overseeing the implementation of, and compliance with, the Diocesan Safeguarding policy and all other legal requirements, along with its associated policies, procedures and guidelines.
- Ensuring that all disclosures, allegations or suspicions of abuse, current or historic, are taken seriously and responded to in a timely manner.
- Overseeing safeguarding training for the Church family and members of staff. Ensuring all staff and serving partners (volunteers) are safely recruited.
- Advising on healthy culture with regards to safeguarding within All Souls Church.

Your own Christian faith means you will lead by example, in corporate and personal prayer, in your relational approach, and through your commitment to safeguarding.

Key relationships

- You will be a member of the Enabling team and line managed by the Director of Operations.
- You will work closely with the Ministry Team Safeguarding Lead (currently the Rector) and will prepare regular reports to the Rector
- You will work closely with the Diocesan Safeguarding Adviser.
- You will work alongside All Souls ministers and the directors and managers of Serve the City and Langham Arts (All Souls Music) enabling them in the aspects of their roles pertaining to safeguarding.
- You will be the line manager of the parish safeguarding administrator.
- You will have regular clinical supervision
- You will have accountability to the PCC, specifically the Safeguarding Governance Committee, a sub-committee of the PCC.

How to apply

The All Souls Church family is diverse as the global body of Christ is diverse and as London is diverse. Applications are welcome from people from ethnic groups which are a minority in the UK.

There is an occupational requirement for the post holder to be a committed evangelical Christian. To apply, send the following to recruitment@allsouls.org:

- CV
- Completed application form
- A covering letter of not more than two sides of A4 explaining why the role is of interest to you and how you meet the person spec.

Job Description:

- 1. Safeguarding overview.** Reporting to the Rector as the Parish safeguarding lead, you will serve as the key link between the diocese and the parish concerning safeguarding matters, with an overview of all church activities involving children, young people and adults at risk and will seek to ensure the implementation of safeguarding policy. As such you will:
 - Work closely with the Rector and/or the directors of Serve the City and Langham Arts Trust (as appropriate) in respect of concerns, responses and activities relating to safeguarding children and adults at risk.
 - Work in a coordinated and supported manner with the Diocesan Safeguarding Team (DST), local authorities, the police and other relevant agencies when necessary.
 - Be a source of support, advice and information on all matters of safeguarding children and adults at risk in All Souls Church.

- Work with the Ministry Leads, Directors and managers as the first point of contact regarding disclosures, allegations or suspicions of abuse and other safeguarding concerns.
 - Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the professional agencies and the Local Authority as needed.
 - Check regularly that safeguarding policies and procedures are being followed and arrange timely reviews of safeguarding at All Souls to ensure we are meeting best practice requirements.
 - Report regularly to the Safeguarding Governance Committee, a sub-committee of the PCC (our governing body) to ensure appropriate accountability and scrutiny of the function.
- 2. Safeguarding training.** As Safeguarding Officer, you will be responsible for ensuring that All Souls Church is actively developing skills and expertise in safeguarding, including providing appropriate training so that we fulfil our safeguarding responsibilities, namely:
- Work alongside ministers, directors and managers in such a way as develops their skills in safeguarding.
 - Develop and oversee appropriate levels of safeguarding training for All Souls Church ministers, directors, managers, staff and serving partners (volunteers).
 - Deliver safeguarding training, where appropriate, or source external providers.
 - Upon appointment, undertake diocesan training in safeguarding Leadership within 3 months of being appointed. This training will be updated at least every three years.
 - Able to provide Biblical training to allow ministers, directors, managers, staff and serving partners to connect theological principles to safeguarding.
- 3. Safer recruitment.** The role includes serving as advisor to All Souls Church so that we fulfil our obligations on safer recruitment. As such, you will:
- Maintain and develop the processes for ensuring all members of staff and all serving partners are safely recruited;
 - Ensure that the requirements for DBS disclosures are met for appropriate roles, both for staff and volunteers. (This aspect of the role remains the responsibility of the PSA but is largely delegated to the Safeguarding Administrator);
 - Maintain and oversee appropriate levels of safer recruitment training for All Souls Church ministers, directors and managers and relevant serving partners.
- 4. Safer culture.** As safeguarding policies and procedures rely on a safer culture, you will work with the Rector, ministers, directors and managers to help All Souls Church create a safer culture, including:
- With the ministers, directors and managers, raise the profile of safeguarding in All Souls Church, ensuring that it remains a high priority;
 - Contribute to ongoing discussions about how to develop and maintain a safe and healthy culture at All Souls Church.

5. **Personal well being.** The role may expose you to emotional strain and secondary trauma.

Person Specification

	Essential	Desirable
Qualifications & experience		
A degree		✓
Proven track record in safeguarding children and adults at risk	✓	
Proven track record in pastoral care		✓
Proven track-record of reviewing and implementing safeguarding policies and procedures	✓	
Experienced in safeguarding in multiple settings (eg childcare, mental health, sex workers)		✓
Appointment is subject to a Disclosure and Barring Service (DBS) check at the enhanced level.	✓	
Skills		
Excellent communication skills	✓	
Ability to maintain good relationships with external stakeholders eg the London Diocesan safeguarding team, Thirtyone:eight, etc.	✓	
Excellent reporting and record keeping and broader administrative competence	✓	
Ability to develop good personal relationships	✓	
Clear thinking and able consistently to apply principles and policies in difficult pastoral situations.	✓	
Ability to make effective decisions and challenge others to do the same.	✓	
Ability to work in a team/alongside others while demonstrating Christian	✓	

principles and behaviours.		
Able to deal with high levels of sensitive and confidential information.	✓	
Good planning and organisational skills, including the ability to prioritise, give clear instructions to others and understand own limitations/personal boundaries.	✓	
Able to safeguard children and adults at risk from different cultural backgrounds and abilities to your own.	✓	
Able to employ strategies for self care and be resilient	✓	
Christian Commitment		
Mature Christian faith with demonstrable integrity and a willingness to serve	✓	
Acceptance of the basis of faith	✓	
All Souls Church member (or willing to join the church)		✓
Personal commitment to corporate and personal prayer, evangelism and the discipleship of others	✓	
Knowledge		
Sound awareness of Diocesan policies and procedures, statutory legislation and guidance	✓	
Knows when to ask for support	✓	

About All Souls Church

In the heart of London's West End, All Souls Church is a conservative Anglican evangelical church with a large and diverse congregation. We seek to use our rich inheritance, our exciting location and our international membership to cooperate with God in the extension of His Kingdom.

At the heart of our vision sits God's Word. As a church the Bible is central to all we do from our Sunday services, to our life groups, to our workplace ministry, to our work with marginalised people. It is what drives our mission as a church, as we seek to:

Proclaim the biblical gospel in our preaching and by the way we live across our networks to reach

London to reach the world.

Grow and teach disciples who are equipped as women and men to teach the word of God and live all of their lives for Christ.

Build a community of grace in the heart of London which is a safe place that welcomes all into a family of forgiven sinners.

Impact our culture by listening to the world and bringing the wisdom of the Bible to all areas of human life and God's creation.

Love one another and our city by showing the love of God to all in practical ways, seeking justice and bringing gospel hope in all situations.

Serve the wider church by listening and learning from others as we share people, skills, teaching and creativity.

Values:

In seeking to deliver this mission we want to be a church family that lives out Christ-like values. They are values we want to see in the ministry team and the church family, from the youngest to the oldest members. In all our ministry activity we don't ever want to lose sight of who we, as individuals, are becoming – our Christ-likeness. We long to be a people who are all for Jesus, who take up our cross and follow him (Philippians 2:5-8) as we seek to be:

Prayerful - in our dependence on God and faithful to Jesus as we are led by His Spirit.

Humble - in the way we serve one another and seek the Father's will.

Faithful - in our obedience to God's radical Scriptures.

Thankful - for the forgiveness of sins and God's gracious provision in all things.

Generous - in using our money and time as we daily give away ourselves.

Courageous - as we speak out for truth and live radical lives that glorify Jesus.

Creative - in the way we explore every means to further the gospel.

Partners:

All Souls (pre-covid) welcomed a total of over 1,500 people to its morning and evening services each Sunday with a core membership of around 1,200. So far, our membership appears to be largely similar. The membership is made up of around 60 nationalities with about 40% of the church family being non-British. The age profile of our church family is fairly evenly spread: 28% are 18-29, 27% are 30-44, 30% are 45-64 and 16% are over 65. Around 250 children attend our children and youth work. The adult age profile tends to be slightly older at the morning services and younger in the evening.

As a large church we have a broad range of ministry activities. The vast majority of these ministries are led by a dedicated member of the ministry team and are well supported in many different ways

by the church family - in fact many could not run without their support. In simple terms our ministry breaks down into six core areas:

- services
- evangelism
- discipleship (adults and 0-18s)
- world mission
- music
- serving the city

All of these church-based ministry activities contribute towards the goal of motivating and equipping all church members to recognise and exercise their own diverse ministries, as they serve God in the outside world through the multiple callings of whole-life discipleship in everyday life and work.

All of our ministry activity is underpinned by prayer, with a monthly prayer gathering being the bedrock of our corporate prayer as a church. Over the past 18 months this has been supplemented by weekday morning zoom prayer meetings and regular days of prayer and fasting.

For further information about the range of All Souls activities, please refer to www.allsouls.org.

All Souls Church is four separate but integrated charities sharing the same vision and policies, and includes six congregations. The Enabling Team provides support across the whole church.

All Souls Langham Place is a **parish** of the Diocese of London, in the **Church** of England, and is governed by the Parish Church Council (PCC).

All Souls Serve the City is a charitable incorporated organisation (CIO) bringing together a breadth of ministries based at All Souls seeking to serve the needs of those who are isolated, overlooked and exploited. We seek to demonstrate our love for one another and the city by bringing gospel hope and biblical truth to: those who find themselves homeless, women who are in sex work including those who are trafficked, seniors, school children, and carers and their little ones. We long to be a people who are all for Jesus, who are transformed by his love, and who take up our cross and follow him.

Langham Arts Trust was formed in 1987 to further the ever-expanding Christian arts ministry of All Souls, Langham Place in London's West End and especially to extend the ministry of the All Souls Orchestra. The resources of the Trust, generated through concerts, such as Prom Praise and recordings which arise from these, are all channelled into All Souls Music ministry and outreach – notably projects such as Prom Praise for Schools and international outreach.

St Paul's Trust is a separate legal entity to All Souls Church, however, the two charities work closely together to maintain the St Paul's Robert Adam Street building for various church activities. The building provides office space for All Souls Music staff and a suite of counselling rooms, as well as meeting rooms.