



THE DIOCESE OF SHEFFIELD

ROLE DESCRIPTION

JOB TITLE: Independent Chair – Diocesan Safeguarding Advisory Panel (Self-Employed)

EMPLOYER: Sheffield Diocesan Board of Finance

RESPONSIBLE TO: Independent. Key relationships with the Diocesan Safeguarding Adviser (DSA), the Bishop of Sheffield, and the Diocesan Secretary.

RESPONSIBLE FOR: N/A

CONTRACT DURATION: Three-year fixed term with potential for renewal

Introduction to the role

We are currently looking to engage an Independent Chair for the Diocesan Safeguarding Advisory Panel. The Diocesan Safeguarding Advisory Panel (DSAP) brings together expertise, knowledge and experience from Diocesan officers, advisory and pastoral staff together with Statutory Local Government, Police and Probation Services with support from an Independent Chair. The Board will seek to ensure the development of a high performing safeguarding system within the Sheffield Diocese and provide assurance, advice and guidance to the Bishop, directors and officers via the Archdeacon.

The Diocese of Sheffield is on a journey of transformation. After significant consultation, we have an ambitious plan for growth which we have begun to implement.

Our vision statement has informed the strategic direction of the Diocese for a decade:

The Diocese of Sheffield is called to grow a sustainable network of Christ-like, lively and diverse Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

We are committed to the ongoing development of Safeguarding practice across the Diocese to ensure the service is operating effectively and in line with recognised best practice. The role of Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP) is crucial to this ongoing development, enabling strong quality assurance and risk management. The role will also ensure that support structures in place across the Diocese for survivors are also prioritised.

The recent publication of the Jay Report and Wilkinson Review will, along with the findings of IICSA and PCR2, shape the growth and development of Safeguarding practice across the Church of England. It is a time of change and this is an opportunity to influence and support this change for the Diocese of Sheffield.

Role Profile

1. To provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the Diocesan Safeguarding Advisor (DSA) agreeing minutes, chairing the meetings and monitoring the follow-up actions.
2. To ensure the DSAP oversees and agrees an annual report on Safeguarding in the Diocese to the Bishops Council and the submission of relevant National returns from the Diocese.
3. To work with the DSA and senior staff to ensure the group has a strategic overview of safeguarding practice across the diocese in line with the House of Bishops' policy and practice guidance.
4. Work with the DSAP members to provide high quality assurance and to support Diocesan risk management processes.
5. To work with the DSA and senior leadership team to ensure that the Diocesan Safeguarding Team is adequately resourced; that there is sufficient capacity and diversity of skills set and experience/background of members. To provide high level support to recruitment and succession planning.
6. To ensure that the group considers the needs of victims/survivors and those affected by abuse in consultation with National Church support structures. Provide insight and guidance on the ongoing development of policy and process on survivor support to ensure it is in line with best practice.
7. To maintain professional relationships with the HR Manager and Diocesan Secretary to ensure that the Diocesan Safeguarding team are well supported to enable them to operate effectively in line with best practice standards within the sector, identifying opportunities for development and service improvement.
8. To provide independent professional guidance as necessary to the DSA/Diocesan Secretary/Diocesan Bishop or members of the group outside of formal supervisory and management arrangements.
9. To advise where necessary the Diocesan Bishop/DSA/senior leadership team of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements.

10. To engage in the chairs national and regional network meetings. Ensuring that best practice is shared with the Diocese. Also, engage with policy reviews as requested by the Diocese and National Church.
11. To ensure the DSAP discharges its role and functions in line with the terms of reference.
12. To provide independent oversight of the Diocesan response to significant National developments (e.g. independent audits) through working with the DSA and chairing meetings where appropriate.

Please note: The role of DSA will change to DSO in line with national policy. References above to DSA will apply to DSO when the change takes place.

Practical Arrangements

Hours

There are no set hours but we have agreed attendance at the DSAP (quarterly) and Safeguarding Assurance Group (twice a year). We agree to remunerate you for up to 12 days per year unless otherwise agreed by yourself and the DSA. This will be subject to review after 6 months to ensure that the role is resourced adequately to operate effectively.

Remuneration

The agreed fee is £500 per 8-hour day, payable following submission of a monthly invoice. You will be responsible for all tax and national insurance on the payments. Travel expenses for official travel, agreed with the Safeguarding Adviser, will be reimbursed at the appropriate diocesan rate and should be included in the monthly invoice.

Accountability

The role is Independent in order to provide assurance to the Diocese of Sheffield concerning the discharge of Safeguarding responsibilities. The Advisory Panel meeting you Chair is accountable to the Bishops Council. However, in the conduct of your responsibilities and management of your duties, you are accountable to the Bishop of Sheffield. In discharging the role you will work closely with the DSA providing support, encouragement and challenge.

Application and Selection Process

Applicants are asked to submit their CV with a supporting statement outlining their suitability for the role to HR at recruitment@sheffield.anglican.org

Closing date for applications is **31st May 2024 at 12:00** with interviews to be held on the **19th June 2024**.

Person Specification: Independent Chair of the Diocesan Safeguarding Advisory Panel

Criteria	Essential	Desirable
Experience	<p>Sufficient experience of working within the public or voluntary sector at a senior level to command respect within a multi-agency Panel of agency representatives.</p> <p>Experience of chairing complex professional meetings at a senior level and ability to chair in an efficient manner.</p> <p>Extensive experience of the operational context of safeguarding work.</p> <p>Commitment to safeguarding demonstrable through previous or current professional or voluntary activities.</p>	<p>Working with, alongside or in partnership with a faith-based agency or organisation</p>
Skills and Knowledge	<p>A working knowledge of the Statutory framework for Safeguarding of children and adults, including legislation, government guidance and the highest standards of practice. Organisational abilities to ensure the smooth operation of the DSMG</p> <p>Assertive, clear thinking and able to negotiate.</p> <p>An empathetic understanding of how to respond to the needs and concerns of survivors/ victims of abuse.</p> <p>Ability to ensure high standards of confidentiality.</p>	<p>An understanding of Church of England's structures and governance</p> <p>An understanding of quality control mechanisms, inspection regimes and case audits.</p>

Qualifications	Academic/ professional qualification in social care/ health/education/ public service.	