

Job description

Job title: Assistant Safeguarding Officer

Department: Safeguarding

Line manager: Safeguarding Officer

Salary: £ 41,750

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the job

The Assistant Safeguarding Officer provides day-to-day support to the Safeguarding Officer in delivering high-quality safeguarding practice across the Cathedral. This includes assisting with case administration, maintaining records and databases, supporting policy development, coordinating safeguarding training, and providing initial advice or triage to colleagues and volunteers.

Working closely with the Safeguarding Officer and the Diocese of London, the postholder helps ensure that safeguarding processes are compliant, up-to-date, and embedded throughout Cathedral life.

Main Duties

1. Casework Support & Initial Advice

- Provide first-line safeguarding advice to staff and volunteers under the direction of the Safeguarding Officer, escalating concerns appropriately.
- Assist in gathering and preparing information for case reviews, Safeguarding case management meetings and discussions with the Diocesan Safeguarding Advisor.

- Support with monitoring open cases, maintaining up-to-date notes, timelines and action logs.
- Liaise with internal colleagues (e.g. Chaplain, Virgers, HR, School) to support follow-up actions.
- Provide administrative support in managing blemished DBS disclosures, preparing documentation for risk assessments led by the Safeguarding Officer.

2. Policy, Procedure & Compliance

- Assist in the drafting, revision and formatting of safeguarding policies and procedures.
- Ensure all policies, guidance documents and templates are kept up to date, version-controlled and accessible.
- Support in monitoring compliance with legislation, Church of England guidance and Cathedral procedures, raising any issues or gaps with the Safeguarding Officer.
- Help coordinate internal self-audits and prepare materials for Church of England audits and external information requests.

3. Safeguarding Training Coordination

- Assist in organising and administering safeguarding training for staff and volunteers, including Church of England national training modules.
- Support with booking sessions, maintaining attendance records, issuing reminders and ensuring accurate documentation is retained.
- Contribute to the development of in-house training materials and presentations.
- Provide logistical support for additional training such as Safer Recruitment, online modules or refresher sessions.
- Collecting feedback from safeguarding training sessions and conducting detailed analysis to identify key insights.

4. Record-Keeping & Data Management

- Maintain safeguarding databases, digital files and case management records in line with legislation, confidentiality requirements and best practice.
- Monitor safeguarding KPIs and contribute to regular reporting for the Safeguarding Advisory Group or internal meetings.
- Ensure secure handling, logging and storage of all safeguarding information.

5. Governance & Administrative Support

- Provide administrative support to the Safeguarding Officer in preparing agendas, minutes and papers for the Safeguarding Advisory Group, Core Groups and internal meetings.
- Support the maintenance of the Safeguarding Risk Register and associated logs.

6. Project Work

- Coordinating and implementing discrete projects in collaboration with the Safeguarding Officer.
- Driving the ongoing implementation of INEQE audit recommendations to ensure compliance and best practice.

Person specification

Essential

- Experience working in a safeguarding, welfare, social care, education, youth work or related environment.
- Knowledge of safeguarding legislation and best practice relating to children and adults at risk.
- Experience maintaining confidential records and handling sensitive information appropriately.
- Strong organisational and administrative skills, with excellent attention to detail.
- Ability to communicate clearly and sensitively with staff, volunteers, visitors and external professionals.
- Ability to prioritise workload, meet deadlines and work with minimal supervision.
- High level of discretion, integrity and ability to maintain strict confidentiality.
- Good IT skills, including the ability to use databases, Word, Excel and secure storage systems.
- Emotional resilience and the ability to remain calm when dealing with challenging or sensitive situations.

Desirable

- Understanding of the Church of England's safeguarding framework and cathedral contexts.
- Experience supporting safeguarding policy development or compliance audits.
- Experience delivering or supporting the coordination of safeguarding training.
- Knowledge of Church of England audit process.

- Relevant training or qualification in safeguarding, social care or a related discipline (e.g., City & Guilds Level 2 or Level 3 safeguarding training).

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.