

Diocese of Leicester – Assistant Diocesan Safeguarding Officer

General Information

Thank you for your interest in the post of Assistant Diocesan Safeguarding Officer. In this document you will find some general information about the role along with information about how to apply. The job description and person specification are contained in a separate document.

The Diocese is a region of the Church of England which covers Leicester and Leicestershire. It is made up of a number of legal entities, with each parish being a separate corporate body. The Leicester Diocesan Board of Finance (DBF) is a registered charity and company limited by guarantee which runs 'the business' of the Diocese.

The Assistant DSO will join a safeguarding team currently comprising the DSO, another Asst DSO, Safeguarding Training Officer, and Safeguarding Administrator. The key tasks involve casework and supporting Parish Safeguarding Coordinators, clergy and others in ensuring that church settings are places where people feel and are safe. Work is undertaken in line with Church of England safeguarding policies and procedures (Codes of Practice) and the National Safeguarding Standards.

The Assistant DSO will be line managed by the Diocesan Safeguarding Officer, Rachael Spiers.

The post is suitable for somebody with extensive safeguarding experience in social work (children or adult services), probation, police, education or health care. Ideally the successful candidate will complement the existing expertise in the team of Rachael Spiers (social work) and the other Asst DSO Pete Holloway (police).

Full-time is preferred, but applications for a 0.8 FTE role will be considered.

More information about the Diocese of Leicester is available on our website:

<http://www.leicester.anglican.org/>

Relevant information about Church of England policies and Practice Guidance can be found here: <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

How to apply

Applicants are required to apply through the Pathways recruitment website.

The names of three referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment. References will be taken up after interview.

The closing date for applications is Sunday 22nd June.

For an informal conversation about the post you can speak to Rachael Spiers:

rachael.spiers@leicestercofe.org , 07930 819 279

Shortlisting will take place in the days following the closing date and every effort will be made to contact applicants as soon as possible after that date.

Interviews will take place at St Martins House in central Leicester on Monday 7th July.

Other Information

Employment status	The Assistant DSO will be an employee of the Leicester Diocesan Board of Finance.
Annual Salary	£39-42k depending on qualifications and experience (pro rata if not full-time)
Hours	This is a 35 hours per week post. The working hours are 8.30am to 4.30pm with an hour for lunch. Hybrid working is possible but an office presence of a minimum of 3 days per week is required.
Pension	Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.
Annual leave	25 days, plus Bank Holidays (pro rata if not full-time)
Probationary period	6 months
Anticipated start date	September 2025

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.

This post is subject to Enhanced DBS disclosure. The successful applicant will need to provide proof of right to work in the UK before taking up post.