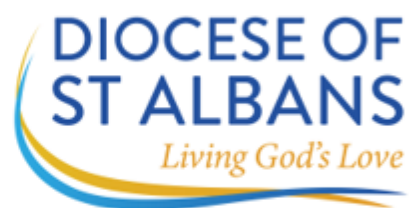




The Church of England
in Essex and East London
Diocese of Chelmsford



The Church of England
Diocese of Ely



APPOINTMENT PACK

CHAIR OF CHURCH OF ENGLAND DIOCESAN SAFEGUARDING ADVISORY PANELS IN THE EAST OF ENGLAND

Summer 2025



Safeguarding in the Church of England has involved historic failures which have damaged the lives of vulnerable people abused within church organisations and by the church's people. The public image and reputation of the church has also been damaged. It has received ever greater focus and attention and is in the process of transition to increasing independence of operation and scrutiny.

Each Church of England diocese has an independently chaired Diocesan Safeguarding Advisory Panel (DSAP) which has representatives from a range of local statutory bodies and from parishes. Safeguarding advisory panels hold both the professional safeguarding team and the ordained and lay leadership of the dioceses to account. Although arrangements differ from diocese to diocese, most safeguarding advisory panels also have responsibility for advising and scrutinising cathedral safeguarding.

In the East of England the Dioceses of Chelmsford, Ely and St Albans are combining to seek a new independent Chair for their Safeguarding Advisory Panels. It is hoped that the Chair appointed will work across all three dioceses and will have direct contractual relations with each. It is anticipated that the diocese of Norwich and St Edmundsbury and Ipswich will also approach the Chair appointed within the next two years in the hope that they will also be able to take on responsibility as independent Chair for those additional dioceses.

We are all committed to offering a warm and safe welcome to everyone who attends our churches, especially to children and vulnerable adults. This is integral to our vision to be a place where people discover and deepen their sense of God's love for them and are drawn to join in prayer, worship and the life of the church.

The three dioceses wish to appoint a Chair to operate across the region and in the three geographical and operational settings. We are seeking a highly experienced chair with professional experience in safeguarding and an understanding of church structures and culture.

The three dioceses will separately confirm the input required from the Chair, likely to include four Panel meetings per year and further work and consultation between meetings likely to total up to 10 days per annum for each diocese.

We would like to receive expressions of interest from suitably qualified individuals by email to HR@stalbandsdiocese.org by Friday 11 July 2025. Interviews for the Role of Chair will take place on Wednesday 30 July and will involve representatives from all three dioceses.

We look forward to hearing from you!

Michaela Southworth
Diocesan Secretary
Chelmsford

Jonathan Green
Acting Diocesan Secretary
Ely

David White
Diocesan Secretary
St Albans

THE DIOCESE OF CHELMSFORD

The Diocese of Chelmsford serves the county of Essex, the unitary authorities of Thurrock and Southend-on-Sea and the five east London boroughs of Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest. Home to more than 3 million people, Chelmsford is the second largest diocese in the Church of England in terms of population, and one of the most diverse.

Led by the Bishop of Chelmsford, the Diocese consists of three episcopal areas, served by the Area Bishops of Barking, Bradwell and Colchester. There are six archdeaconries: Barking, Chelmsford, Colchester, Stansted, Southend and West Ham, 23 deaneries, 467 parishes, 573 churches and 139 Church of England schools and academies.

After a period of listening and discernment that began in 2021, following the arrival of the current Bishop of Chelmsford, the Diocese has embarked on a new direction of travel with a focus on Travelling Well Together:

- Our purpose is to love God and to love our neighbour, to worship faithfully and empowered by the Holy Spirit witness to the love of God revealed in Jesus Christ as we serve the extraordinarily diverse array of local communities in Essex and East London.
- Our approach is to enable and empower parishes and worshipping communities to discern how they are to be God's people in their own very different local contexts as part of one diocesan family.
- Underpinning our approach is an invitation to a way of being articulated by [shared diocesan values](#) which might shape how we travel well together, support each other and provide mutual accountability.

The Diocesan Board of Finance (DBF) is responsible for the custody and management of the diocesan finances and the employment of DBF employed staff. The DBF sets a General Fund Budget which is currently about £21 million per annum, of which about 80% funds stipend, training and housing costs for local parish clergy. The budget also funds support services for local parishes and the statutory work of the Church, much of which is delivered by Diocesan Staff. The lead officer of the DBF is the Diocesan Secretary and Chief Executive Officer.

The members of the Diocesan Board of Finance are the Diocesan Synod. The Diocesan Synod is elected every three years and members are involved in making strategic decisions and considering and approving the diocesan budget. Like many dioceses, Chelmsford has brought together a number of committees to join up policy, priorities and finance. The Bishop's Council is the Standing Committee of the Diocesan Synod and its members are the board of directors/ trustees of the DBF.

THE DIOCESE OF ELY

The Diocese of Ely is one of 42 Dioceses within the Church of England and forms part of the Province of Canterbury. It covers Cambridgeshire, along with parts of west Norfolk, Peterborough, Essex, and Bedfordshire. It includes over 300 parishes and is overseen by the Bishop of Ely, supported by the Bishop of Huntingdon and the Archdeacons of Cambridge and of Huntingdon and Wisbech.

The Diocese is home to Church of England schools and academies, supporting over 15,700 children and young people. These schools are a vital part of diocesan life, working in close partnership with parishes, communities, and educational trusts across the region.

The Diocesan Synod is the elected decision-making body of the Diocese and plays a key role in shaping policy and direction. The Bishop's Council acts as the Standing Committee of Synod and provides oversight on strategic matters, resourcing, and governance. Supporting these structures is the Ely Diocesan Board of Finance (EDBF), a charitable company that holds responsibility for finance, property, and central administration. The EDBF manages the diocesan budget, oversees investment and trust funds, and ensures legal and financial compliance across diocesan operations.

The day-to-day management of diocesan functions is led by the Diocesan Secretary, who serves as Chief Executive and has overall responsibility for the delivery of strategic objectives, resourcing of ministry, and the management of staff at the Diocesan Office, based at Etheldreda House in Ely.

The Diocese is guided by its strategic vision, *People Fully Alive: Ely 2025*, which identifies five key priorities:

- Nurturing a Confident people of God
- Developing Healthy Churches and Leaders
- Serving the Community
- Re-imagining Church Buildings
- Targeting Support to Key Areas

This vision underpins the Diocese's commitment to spiritual and numerical growth, environmental stewardship, and effective engagement with both longstanding congregations and emerging communities. The Diocese values collaboration, transparency, and innovation as it seeks to serve God and neighbour in a changing world.

We pray to be generous and visible people of Jesus Christ.

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 electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese and 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. The education team 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.

The role of Diocesan Safeguarding Advisory Panels

Diocesan Safeguarding Advisory Panels oversee safeguarding arrangements in Church of England dioceses. The role of DSAPs is:

1. To provide a source of independent advice and expertise on sound safeguarding policies, procedures and practices to the diocesan bishop and other senior clergy and officials.
2. To advise the bishop on whether, in the DSAP's view, the diocese has clear and transparent safeguarding policies, working practices and training arrangements which are consistent with statutory requirements and House of Bishops' policy and practice guidance.
3. To contribute to the diocese's safeguarding strategy and its annual review.
4. To have particular regard to the rigour of the Church's responses to safeguarding concerns about church officers including proper reference to and liaison with statutory authorities.
5. To advise on appropriate measures for overseeing and monitoring the welfare of children and vulnerable adults from known and alleged offenders and others who might be a risk to them.
6. To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes in accordance with national and diocesan policy and practice guidance.
7. To consider learning derived from case lessons learnt reviews and advise on a diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.
8. To monitor the diocesan requirements relating to safer recruitment, DBS disclosures and safeguarding training and advise accordingly.
9. To seek to ensure that there are clear safeguarding arrangements in place between the diocese and those parts of the Church in the diocese with their own decision-making bodies e.g. the Cathedral, Religious Communities, Theological Training Institutions and advise on any necessary action.
10. To advise the bishop and senior officials on the adequacy of resourcing for the Diocesan Safeguarding Officer (DSO) and their team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSAP which it is agreed should be undertaken.
11. To advise on what the diocese has put in place to hear the views of children and adults in need of care and support in relation to the arrangements to keep them safe whilst engaged in church activities.
12. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.

13. To consider relevant matters referred by the bishop, senior officials and the DSOs including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.
14. To advise the bishop on any circumstances where the diocese proposes to depart materially from the House of Bishops' safeguarding policies. To advise the national safeguarding team if the DSAP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body.
15. To adopt and adhere to a simple annual work programme for the DSAP based on its role and functions and the diocesan safeguarding strategy and review progress annually.
16. To report as requested to the Bishop's Council/Diocesan Synod and Board of Finance, as required.
17. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church's Practice Guidance on safeguarding.

This is not an exhaustive list. It is meant to highlight core functions. It is not the role of DSAPs to be part of the case management processes. It is their role to consider information from quality assurance processes, as above.

Frequency of meetings

DSAPs typically meet quarterly, with additional meetings if required.

Membership

- Diocesan bishop and/or bishop's nominated safeguarding lead
- Archdeacon - at least one and not more than two archdeacons
- Diocesan secretary or nominated deputy
- Diocesan Safeguarding Officer
- Senior cathedral representative
- A parish representative
- At least three and no more than eight independent members with relevant current or recent child protection or adult safeguarding experience at a senior level in a statutory, voluntary or private organisation.
- At least three of the following statutory agencies must be represented: social services, police, NHS, education or a relevant charity.
- Up to three additional professionals from the diocesan staff

The chair will be appointed by the diocesan bishop, in consultation with the National Safeguarding Team. The appointment of panel members is the responsibility of the diocesan bishop, in consultation with the chair and the DSO.

The DSAP will have discretion to advise the bishop on the appointment of additional members on a permanent or ad hoc basis having due regard to the House of Bishops' advice on membership.

Initial appointments will be for three years with an additional term of three years following a review of commitment and contribution. All appointments to the group will follow the House of Bishops' safer recruitment practice guidance.

Appointments to the DSAP will follow the Church's Safer Recruitment Practice Guidance. All new members will have an induction organised by the DSO in consultation with the chair, which includes purpose and function of the group, their role and responsibilities and an introduction to safeguarding in the diocese and the Church of England, as required.

The DSAP will aim for a balanced membership, with representation from the diocese's senior staff team, other church officers, other church bodies and voluntary and statutory partners. External members should have sufficient recent/current safeguarding expertise and experience. As a minimum, there should be representation from at least three of the following statutory agencies – Social Services, Police, NHS, Education and relevant charity.

The DSAP will be advised by the DSO, who will attend meetings and offer advice.

Role Description

The independent Chair will be appointed by the bishop in each diocese for a period of three years, with an additional term of three years following a review. The Chair will be an independent lay person, neither employed by the diocese nor discharging managerial functions in the diocese. The Chair will ensure that the DSAP's advisory and scrutiny functions are carried out effectively.

Job Title: Independent Chair of Diocesan Safeguarding Advisory Panel

Key Relationships: Diocesan Bishops, Diocesan Safeguarding Officers, Diocesan Secretaries, Safeguarding Lead – East Anglia Region

In Summary

The ideal candidate will have extensive senior safeguarding experience, with experience of case reviews, risk management and strategic partnerships. An up-to-date knowledge of safeguarding practice and legislation is essential. You do not need to be a practicing Christian, but you do need to have a strong desire and commitment to improving safeguarding practice in the Church of England.

The Independent Chair is responsible for ensuring the DSAP discharges its function in holding strategic oversight of safeguarding policy, procedure and practise across the dioceses. The chair will advise and make recommendations to the the dioceses on the developments and effectiveness of safeguarding arrangements.

Key responsibilities

The Independent Chair of the Diocesan Safeguarding Advisory Panel will provide effective oversight of safeguarding governance and will work closely with Diocesan Safeguarding Officers to set agendas, monitor performance and actions and facilitate wider strategic conversations as needed with DSAP representatives and wider stakeholders and partners.

The Independent Chair ensures the DSAP has strategic overview of safeguarding practise across the diocese and is in line with the House of Bishops policy and practise guidance. The Chair will work with the DSO to ensure that the DSAP functions effectively. They will also assess and offer views to diocesan leadership on whether the safeguarding team are appropriately resourced as well as the diversity of skill set and experience/background of its members. This will be used to inform resourcing decisions made by the Diocesan Boards of Finance.

Duties of Chair

Note: the duties should be understood to apply in general, but specifically to the individual officers and staff in each diocese.

1. To provide effective leadership to DSAPs, including agreeing the agenda, in liaison with the DSO, agreeing minutes, chairing meetings and monitoring the follow-up actions.
2. To ensure the DSAP discharges its role and functions in line with the terms of reference.

3. To work with the DSO 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, together with appropriate quality assurance and risk management processes.
4. To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advice.
5. To work with the DSO and senior leadership team to ensure that the DSAP is adequately resourced; that there is sufficient capacity and diversity of skills set and experience/background of members; to be involved in recruitment and succession planning.
6. To provide an ad hoc point of contact for the DSO and senior staff outside of formal supervisory and management arrangements.
7. To advise where necessary the diocesan bishops/nominated individuals/senior leadership teams of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements.
8. To liaise with the Safeguarding Lead – East Anglia Region on all relevant matters.
9. To engage in the chairs' national and regional network meetings, as required.

Person Specification

The Chair will demonstrate the following skills, knowledge and experience:

Skills, Knowledge and Aptitudes

The Independent Chair should be able to provide evidence of the following:

- Experience chairing high level safeguarding meetings
- Experience in leading case reviews
- Experience working in a complex and fast paced safeguarding environment
- Extensive multi-agency experience
- Knowledge of safeguarding in the Church of England (desirable, but support given to achieve)

Qualifications, Training and Experience

The Independent Chair should have:

- Held a senior position in police, social care or probation, or be able to demonstrate equivalent senior safeguarding experience
- Have experience in safeguarding both children and vulnerable adults

Personal Attributes

The Independent Chair should:

- Be confident chairing multi-agency meetings
- Keep up to date with the current safeguarding landscape within the Church of England and be able to inform meeting agendas
- Be able to provide constructive security and challenge of process and procedure
- Be able to provide independent support and advice on challenging safeguarding cases
- Have empathy with and an understanding of the Christian faith
- Be able to travel regularly across the three Dioceses

Practical Matters

Time commitment

Time requirements will be defined, agreed and recorded separately for each diocese.

In each diocese the DSAP meets four times per year, in person, in the diocesan offices.

The independent Chair should also allow for preparation time and additional meetings to support the dioceses and DSAP members.

It is anticipated that the time commitment in each diocese will be DSAP meetings plus c. five days per year to include preparation for and chairing meetings, liaison with diocesan officers, reporting to diocesan bodies and other duties.

Remuneration

Financial arrangements will be defined, agreed and recorded separately for each diocese.

The three dioceses have agreed that the daily rate will be £500 for a six hour day.

DBS check and references

Two references will be taken and an Enhanced DBS check will be required for the successful candidate.

Application

We would like to receive expressions of interest from suitably qualified individuals (covering letter and brief resume) by email to HR@stalbandsdiocese.org by Friday 11 July 2025.

Interviews for the Role of Chair will take place on Wednesday 30 July and will involve representatives from all three dioceses.

If you would value an informal conversation prior to making an application contact details are given below for the Diocesan Secretary in each diocese:

Chelmsford – Michaela Southworth – msouthworth@chelmsford.anglican.org

Ely – Jon Green – jon.green@elydiocese.org (Acting Diocesan Secretary)

St Albans – david.white@stalbandsdiocese.org