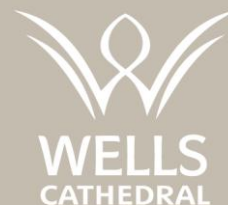


Job Description



Job title:	Wells Cathedral Safeguarding Advisor
Department:	Administration
Reporting to:	Safeguarding Manager, Bath and Wells Diocesan Safeguarding Team
Salary:	£16,457 per annum
Employment status:	Part time, 2.5 days per week; permanent

The role:

Wells Cathedral, in all aspects of its life, is committed to and will promote the safeguarding of children, young people and adults who may be at risk of harm, neglect or abuse. It is central to all we do, and we seek to model best practice in safeguarding across all roles throughout the Cathedral community.

The Cathedral Safeguarding Advisor will play a vital role across the broad Cathedral community of staff and volunteers, ensuring all our activities are conducted in a manner which reflects the highest standard of safeguarding culture and practice. Reporting to/supervised by the Bath and Wells Safeguarding Manager and working closely with the Safeguarding leads in the Cathedral the Cathedral Safeguarding Advisor will have a particular responsibility for helping the whole Cathedral community to safeguard the children and young people alongside vulnerable adults.

Our work with children, young people, and vulnerable adults takes many forms, reaches many people, and is wide-ranging. As such, this role is key in helping us ensure this work is undertaken as part of a Cathedral-wide safe and healthy culture. The role of Cathedral Safeguarding Advisor presents a great opportunity to join the Cathedral team as we look to properly resource and further embed good safeguarding practice across all that we do. This is a new part-time role within our staff team (on average, 2.5 days / 18 hours per week).

The Cathedral's safeguarding policies and procedures are established, but evolving as we continue to learn and listen. You will work with the Diocesan Safeguarding Team, The Dean, Precentor, and COO, and across the whole Cathedral to ensure the successful implementation and maintenance of appropriate safeguarding policies, best practice and reporting.

Key purpose of post:

The post-holder will work to champion and maintain awareness and understanding of the safeguarding of all people across the different aspects of the Cathedral's life and work. They will actively promote and advance a culture of safeguarding being of paramount importance and everybody's responsibility, monitoring and managing risk, and ensuring adherence to policies, procedures, and practice guidance.

Context of the post:

The Cathedral Safeguarding Advisor is the first point of call for professional advice when a safeguarding concern is raised, ensuring that all advice is in line with legislation, policy, and guidance from the Church of England. The role, therefore, requires a detailed understanding of safeguarding policy and good practice, with the postholder working well and closely with the Diocesan Safeguarding Team and, where necessary, the Church of England's National Safeguarding Team. The postholder will work closely with the Cathedral Safeguarding Advisory Panel, and will ensure that appropriate DBS checks are made and maintained, and that Safeguarding training is carried out and up to date.

The role will primarily be office based, as it is important that this postholder works across the Cathedral, has a presence, and is part of the Cathedral community. There will be a need to work flexibly, including occasionally at weekends and evenings to support Cathedral events including Safeguarding Sunday.

Safeguarding at the Cathedral:

Wells Cathedral is committed to the care, protection, and safety of everyone. It strives to be a safe and caring community that provides a nurturing environment where victims and survivors of abuse can report or disclose their experiences, receive support, and benefit from best practices that contribute to the prevention of abuse.

Considerable work has been undertaken to ensure that Safeguarding is at the heart of Cathedral life. All staff and volunteers are safely recruited, and are required to work within and pay due regard to our Safeguarding policies, strategy, and action plan, and engage with the appropriate level of safeguarding learning relevant to their role.

The Cathedral was audited as part of a national programme across the Church of England by INEQE Safeguarding Group early in March 2025, with the report and recommendations [here](#).

The Cathedral Chapter recognise that safeguarding is a collective and shared leadership responsibility and not the role of one individual.

About us:

The City of Wells

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and High Street, the Bishop's Palace, and the magnificent Vicars' Close, Europe's oldest continuously inhabited street.

The Cathedral

Wells Cathedral is one of England's most beautiful and significant Cathedrals, which has been inspiring pilgrims for nearly 850 years. It is the seat of the Bishop of Bath and Wells and the Mother Church of the Diocese of Bath and Wells and plays an important role in the cultural identity of Somerset. The Cathedral represents the area's spiritual and cultural heritage and is for many a symbol of local pride, and a place that connects the present-day community to centuries of history and Christian tradition. Wells Cathedral has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its warm welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and events.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation which oversees a diverse tapestry of activity. The Cathedral is also a regular host to a number of external organisations who provide concerts, events, and private and public gatherings, furthering our links with the community. Following the implementation of the Cathedrals Measure 2021, Wells Cathedral is registered as a Charity and is now dually regulated by the Charity Commission and the Church Commissioners. The Chapter is the governing body of the Cathedral, and the Chapter members are Trustees of the Charity. Further details of the Cathedral's life may be found on the Cathedral's website: www.wellscathedral.org.uk

Main duties and responsibilities:

- To support the development, implementation, and maintenance of appropriate safeguarding policies and procedures, in line with the Church of England's safeguarding policy and practice guidance.
- To provide professional advice and guidance to the Dean and Chapter, staff, and volunteers.
- To work with the Chapter Safeguarding Lead, the Precentor, to progress the recommendations of the 2025 INEQE Safeguarding Audit.
- To monitor and support the delivery of the Cathedral's Safeguarding Action Plan and support implementation through the Safeguarding Taskforce and Cathedral Safeguarding Advisory Panel.
- Ensure accurate records are kept, regularly auditing records in relation to current and non-recent safeguarding issues.
- To work with the Diocesan Safeguarding Team and Chapter Safeguarding Lead to produce monthly reports and an Annual report for Chapter on safeguarding in the Cathedral.
- To attend and report to the Cathedral Safeguarding Advisory Panel, working with the Independent Chair of the Panel to help take its work forward, and representing the Cathedral and its interests at the Diocesan Safeguarding Advisory Panel with the Diocesan Safeguarding team. To represent the Cathedral within the Cathedral Safeguarding Network including attending network events and feeding back on National safeguarding updates in relation to Cathedrals.
- To work with staff and volunteers (including Chaperones) in ensuring relevant teams have adopted and implemented the Cathedral's safeguarding policy and procedures, and that they are aware of their safeguarding responsibilities and kept up to date with the latest requirements and

good practice. To ensure that all staff and volunteers have access to appropriate safeguarding learning for their role, including face to face training where required.

- To positively engage with Cathedral Chorister parents to promote the safeguarding priorities of the Cathedral.
- To work with the Chief Operating Officer and other staff to advise on operational and activity risk assessments, with specific reference to safeguarding.
- To work with the Diocesan Safeguarding Team in managing risk assessment processes relating to individuals who either pose a risk to or have been convicted of offences against children, young people and vulnerable adults. To report potential casework to the Diocesan Safeguarding team.
- To take responsibility for the Cathedrals Safeguarding Dashboard and Safeguarding Hub ensuring accurate records of safeguarding training, safer recruitment and safeguarding requirements of all roles across the Cathedral are recorded and monitored.
- To challenge areas of non-compliance or poor practice relating to safeguarding, escalating unresolved issues to the COO, Chapter Safeguarding Lead and/or the Dean.
- To provide appropriate care and support, professional advice and guidance to victims and survivors of abuse, ensuring that the Cathedral responds in a timely and effective manner and in accordance with best practice.
- To work collaboratively with the police, local authority, and other bodies, including representing the Cathedral with Wells Cathedral School.
- To work with the HR Manager and Volunteer Services Manager & Works Officer to monitor staff and volunteer records, especially in relation to safer recruitment and safeguarding learning, including completion of DBS checks for staff and volunteers.
- Any other reasonable duties as may be required. Some evening and weekend work may be necessary at times.

Person Specification

Qualifications, knowledge, and experience:

Essential

- Relevant qualification in safeguarding, social work, policing, education or a related field.
- Minimum of five years' experience in safeguarding practice.
- Experience of managing safeguarding concerns and disclosures, including liaison with statutory agencies.
- Experience of safeguarding policy implementation and risk assessment.

Desirable

- Evidence of continuing professional development in safeguarding or child/adult protection.
- Experience of working with victims and survivors of abuse.
- Familiarity with the Church of England's safeguarding structures and policies.

Skills and abilities:

Essential

- In-depth understanding of safeguarding legislation, guidance and best practice.
- Knowledge of the Disclosure and Barring Service (DBS) processes.
- Understanding of the UK GDPR and data protection in relation to safeguarding records.
- Ability to promote a safeguarding culture across the Cathedral.
- Excellent communication and interpersonal skills, including the ability to handle sensitive issues with confidentiality and discretion.
- Strong organisational and time management skills.
- Ability to work independently and under own initiative and also in close collaboration with others.

Values, commitment, and work-related qualities:

Essential

- A strong commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Commitment to diversity, equality, and inclusion.
- Ability to inspire trust, confidence and commitment from others.
- Sympathy with the Christian faith and understanding of the Church of England's values.
- Willingness to work flexibly, including occasional evenings and weekends.
- Enhanced DBS check with barred list check.

Main Terms & Conditions

Employment status:	Permanent												
Location:	Wells Cathedral, 16 Market Place, Wells, Somerset, BA5 2RB												
Hours of work:	2.5 days (18 hours) per week on average. Flexible working will be considered.												
Remuneration:	£16,457 per annum, payable on the 24th of the month or the nearest working day thereto.												
Discount:	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking:	Limited parking is available in the Cathedral car park. Cars are parked at the risk of the owner.												
Pension:	Defined Contribution Scheme. Contributions as % of salary: <table><tr><td><i>Age</i></td><td><i>Employee</i></td><td><i>Employer</i></td></tr><tr><td><50</td><td>3%</td><td>5%</td></tr><tr><td>50–55</td><td>4%</td><td>8%</td></tr><tr><td>>55</td><td>5%</td><td>10%</td></tr></table>	<i>Age</i>	<i>Employee</i>	<i>Employer</i>	<50	3%	5%	50–55	4%	8%	>55	5%	10%
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<50	3%	5%											
50–55	4%	8%											
>55	5%	10%											
Expenses:	All reasonable working expenses will be met in line with Cathedral policy.												
Holiday:	6.6 weeks inclusive of bank holidays per year. The holiday year runs from 1 January to 31 December.												
Probation:	This post will be subject to a probationary period of 6 months.												

How to Apply

Applications:

Closing date: **Thursday 30 October 2025, 5.00 p.m.**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Department by email to: recruitment@wellscathedral.org.uk

Shortlisting:

Shortlisting date: **Friday 31 October 2025**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills.

We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

Selection process:

Interview date: **Tuesday 4 November 2025**

Further details about the interview process will be provided to shortlisted candidates. The appointment will be subject to the completion of pre-employment checks, including references and a satisfactory enhanced DBS check.

Further information:

If you have any questions, or would like an informal conversation about the post, please contact the Bath and Wells Diocesan Safeguarding Manager, Ben Goodhind, by email to ben.goodhind@bathwells.anglican.org.

Any offer of employment will be subject to references and confirmation that there is right to live and work in the UK.

Safeguarding

We are committed to the safeguarding and protection of all children, young people, and adults, and the care and nurture of children within church communities. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website at www.wellscathedral.org.uk.

The successful candidate will be required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process. All forms will be kept securely in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.