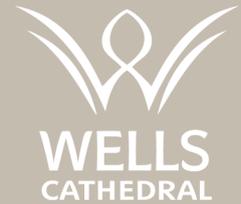


# Job Description



<b>Job title:</b>	Members of Cathedral Safeguarding Advisory Panel
<b>Reporting to:</b>	Panel Chair
<b>Salary:</b>	Voluntary
<b>Employment status:</b>	Initial three-year term
<b>Location:</b>	Wells Cathedral, Cathedral Green, Wells, Somerset BA5 2PA

Wells Cathedral is seeking experienced safeguarding people to join its Cathedral Safeguarding Advisory Panel (“CSAP” or “the Panel”) as independent/external members. This is an exciting opportunity to contribute your professional insight to strengthen safeguarding culture, practice, and strategic oversight across one of the UK’s most historic and active cathedrals.

## Why Join Us?

This is a rewarding opportunity to:

- Make a meaningful contribution to safeguarding within a high-profile, diverse cathedral community.
- Influence strategic improvements and champion good safeguarding practice.
- Apply your professional expertise within a values-led, supportive, multi-disciplinary panel.

## About CSAP:

The Cathedral Safeguarding Advisory Panel provides strategic oversight and assurance for all safeguarding activity across Wells Cathedral, ensuring policy and practice are robust, effective, and continuously improved. Its work ensures safeguarding responsibilities are:

- Consistently aligned with national Church of England and statutory guidance.
- Clearly communicated and embedded across Cathedral life.
- Monitored and evidenced through regular audits and reviews.

The Panel operates with a dual focus on strategic oversight and operational assurance, monitoring both compliance and the development of a positive safeguarding culture across Cathedral departments, providing advice to Wells Cathedral’s Chapter.

Independent/external members sit within the membership group identified to bring professional expertise—such as legal, audit, statutory safeguarding, or specialist safeguarding knowledge—to strengthen scrutiny and challenge.

### **Purpose of the role:**

As an independent/external Member, you will provide professional and constructive challenge, objective scrutiny, and expert safeguarding insight to help ensure that safeguarding standards at Wells Cathedral meet the highest expectations. You will support the Panel in advising Chapter on safeguarding strategy, risk, policy, and cultural development, promoting a culture where safeguarding is a shared responsibility across all departments and activities.

### **Main duties and responsibilities:**

You will work alongside internal and other external members to:

#### Strategic and Advisory

- Contribute independent, specialist advice on safeguarding matters affecting children and vulnerable adults.
- Assist in the review and development of safeguarding policies, procedures, and practice.
- Support monitoring of safeguarding culture and implementation across the Cathedral.

#### Scrutiny and Assurance

- Review and monitor the effectiveness of safeguarding training, communication, and staff support.
- Identify, assess, and escalate safeguarding risks appropriately to Chapter.
- Uphold the Panel's commitment to confidentiality, transparency, and responsible information sharing.

# 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.

This is a really exciting time to join the team with the delivery of our Vicars' Close project underway. This major project will restore this internationally significant and unique medieval site which is integral to the history and fine choral tradition of Wells Cathedral since 1348. It will safeguard the future of Vicars' Close and provide an exciting and ambitious and immersive new visitor experience and programme of events to uncover and celebrate our heritage, opening six special buildings to the public for the first time with innovative new interpretation to explore the stories of the Close's social, architectural, and musical history and heritage. Opening to the public in 2027, the potential for this world-class experience is truly extraordinary to become a key destination for Somerset.

Underpinning the life, worship, and ministry of the Cathedral is a welcoming organisation which oversees a diverse tapestry of activity. 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](http://www.wellscathedral.org.uk)

# Person Specification

We welcome applicants with recent and senior experience in one or more of the following areas:

- Safeguarding leadership or casework within statutory services.
- Legal expertise with safeguarding knowledge.
- Experience in regulatory, inspection, or audit organisations with a safeguarding remit.
- Professional safeguarding practice in education, health, social care, policing, or charity sectors.

You will be:

- Committed to promoting safe cultures in complex organisations.
- Confident in providing constructive challenge and able to communicate clearly, and sensitively.
- Skilled in analysing safeguarding information, risk, and assurance.
- Able to maintain independence, objectivity, and confidentiality.
- A collaborative contributor to group discussions and decision-making processes.
- Respectful of safeguarding engagement in a Church of England setting, understanding the complexities of safeguarding in a religious, educational and volunteer rich setting.
- Willing to follow the Cathedral's Code of Conduct. [Wells-Cathedral-Standards-and-Code-of-Conduct.pdf](#)
- Able to reflect the ethos set out in the Nolan Principles within our charitable context. [The Seven Principles of Public Life - GOV.UK](#)

## **Time Commitment**

- Four meetings per year, plus reading, preparation, and occasional additional meetings if required.

# How to Apply

It is not essential for applicants to be members of the Church of England, and the Cathedral is particularly interested in receiving applications from groups under-represented in Committee roles. If you have the skills we are looking for and empathy with the Cathedral's mission — please contact us!

Applications from individuals with a passion for strengthening safeguarding culture in faith and educational environments are warmly welcomed.

To apply, please send your CV and a letter of application by email to [rachel.summerhayes@wellscathedral.org.uk](mailto:rachel.summerhayes@wellscathedral.org.uk) or by post to Mrs Rachel Summerhayes, Governance Officer, Wells Cathedral Offices, 1st & 2nd Floor, 16 Market Place, Wells, Somerset, BA5 2RB.

Closing date: **Monday 16 March 2026, 9am**

# 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/safeguarding](http://www.wellscathedral.org.uk/safeguarding)

Successful candidates will be required to provide a Disclosure & Barring Service check and complete Church of England safeguarding training as part of their induction and thereafter every three years.