

The Very Revd Abi Thompson
Dean of Sheffield

The Very Revd Dr Philip Hobday
Dean of Wakefield

Appointment of Safeguarding Support Officer Spring 2026

Sheffield and Wakefield Cathedrals are very excited that we have received national funding for this new, shared role which will help both cathedrals improve the effectiveness of our safeguarding arrangements. Crucial in both cathedrals is developing better systems for record-keeping, and administration of training / safer recruitment processes. This role will also involve liaising with staff in both cathedrals and the diocesan safeguarding teams in both dioceses. A commitment to safeguarding, demonstrable administrative efficiency, and ability to work in complex environments across more than one location are all essential. In turn, you will have the chance to work with diverse and supportive teams in iconic buildings at the heart of local communities in South and West Yorkshire, making a real difference to the work we do with children and young people in particular.

You can find out more about the cathedrals on our websites: www.sheffieldcathedral.org.uk and www.wakefieldcathedral.org.uk.

Thank you for reading and we look forward to hearing from you.

About the role

The Safeguarding Support Officer will provide dedicated safeguarding administration support across both Wakefield and Sheffield Cathedrals, ensuring compliance with National Safeguarding Standards and promoting a consistent, efficient approach to safeguarding.

Safer Recruitment

Sheffield and Wakefield Cathedrals takes its responsibility for the safeguarding of children, young people and vulnerable adults very seriously and their welfare is paramount in all areas of cathedral life. The Cathedral's policies and processes can be found [here](#) and [here](#). All clergy, lay staff, and volunteers are properly recruited, screened, trained, and supported. The post-holder will be required to undertake all relevant Church of England safeguarding training.

Role Description

- **Safeguarding Administration**
 - Develop and administer robust processes for safer recruitment and monitoring of staff and volunteers.
 - Maintain accurate records and DBS checks.
 - Ensure compliance with *Safer Recruitment and People Management* guidance.
- **Training Coordination**
 - Monitor training needs and completion.
 - Organise and facilitate the delivery of in-person training by the relevant diocesan safeguarding trainer, for those unable to complete online training.
- **Systems & Reporting**
 - Embed efficiency and transparency through use of the Safeguarding Dashboards.
 - Support consistent implementation of safeguarding advice.
- **Collaboration**
 - Maintain operational links with diocesan safeguarding teams.
 - Stay up-to-date with policy and guidance.
 - Assist in creating safer working practices and culture in line with national standards.

Person Specification

Essential

- Strong understanding of safeguarding principles
- Experience in administration and record-keeping.
- Ability to manage and maintain training programs and monitor compliance.
- Excellent communication and relationship-building skills.
- Ability to work independently across multiple sites.

Desirable

- Previous experience in a church or charity setting.
- Familiarity with Safeguarding Dashboard/Hub systems/National Safeguarding Standards.
- Knowledge of safer recruitment practices.

Terms and Conditions

The Chief Operating Officer is accountable to the Dean of Wakefield for all matters relating to their terms and conditions of appointment and the Chief Operating Officer will be their line manager. Supervision arrangements will be discussed with the Regional Safeguarding Lead.

Hours

This is a 0.8FTE appointment (28 hours / week, worked over four days). At least one day a week must be worked on-site in each cathedral. Overtime is not paid; time off in lieu will be given.

Annual Leave

The full-time annual leave entitlement is 29 days per year plus 8 statutory bank holidays and 3 customary days. The leave year starts on 1 January.

Pension

The post-holder will be enrolled in the Church of England Workers' Pension Scheme from the commencement of employment. This is a non-contributory scheme for the employee, with the cathedral contributing 8.5% to the pension.

Salary

The starting salary for this role is in the range of £28,000 (£35,000 FTE) depending on experience.

Training and Development

The post-holder will be encouraged to develop their skills and undertake training where relevant including compulsory online training which all staff complete.

Terms and conditions

- Offer of the position will be subject to satisfactory references and safer recruitment processes, and satisfactory proof of Right to Work in the United Kingdom. There will be a probationary period of six months.
- The post-holder will have thorough, structured induction programme in both cathedrals and dioceses, as well as ongoing support through the diocesan safeguarding teams and national networks. The Chief Operating Officers will work with the post-holder on other options for mentoring and learning, and all staff can access wellbeing support through the [Employee Assistance Programme](#).
- The post-holder will be provided with a laptop and mobile phone along with 'hot desk' office space in both cathedrals.

Application Process

Please complete the application form on [Pathways](#) by **midnight Friday 29th May**. Shortlisting will be the following week.

Interviews will take place at Wakefield Cathedral on **Monday 15th June 2026**. There will be a panel interview beginning with a short presentation to the panel on a topic to be advised. Reasonable travel expenses will be reimbursed.

The interview panel will be:

Philip Hobday

Jason Carr

Warren Stevenson

Natalie Giblin

Dean of Wakefield

Chief Operating Officer, Sheffield Cathedral

Regional Safeguarding Lead

People and Engagement Team, Diocese of Leeds