



# DEPUTY SAFEGUARDING MANAGER APPLICATION PACK



**CHURCH PASTORAL AID SOCIETY**

Registered charity no 1007820. A company limited by guarantee, registered in England no 2673220.

Registered office: CPAS, Sovereign Court One (Unit 3), Sir William Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ

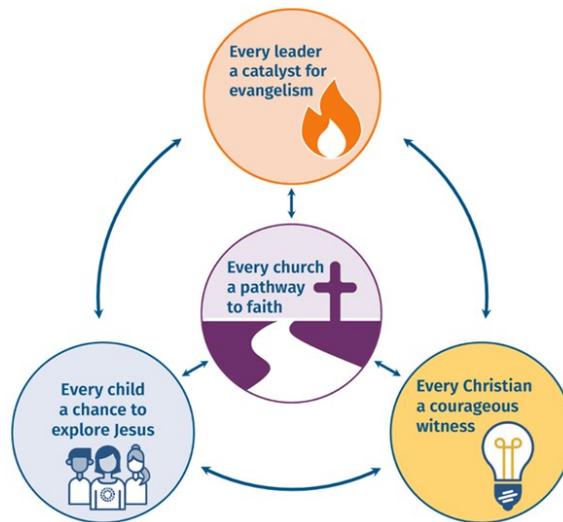
# THANK YOU FOR CONSIDERING THE DEPUTY SAFEGUARDING MANAGER POST AT CPAS

## ABOUT CPAS

CPAS is one of the key organisations shaping the future of the UK Church. Its patronage work and leadership training are shaping the current generation of church leaders. Its residential holidays influence the lives of thousands of young people each year. CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on patronage, training and the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful and Christ-like in all we do.

Looking towards 2030, our prayer and aspiration is to see:



The three main areas of our work are:

- Patronage: supporting the appointment process for clergy in nearly 700 churches.
- Leadership: resources, events and programmes to develop leaders at all levels in local churches.
- Ventures and Falcons Holidays: for 8-18's to explore life with Jesus on our residential.

CPAS also has a strategic priority to strengthen our operational core. There are a number of strands of work being invested in to ensure the organisation is robust enough to sustain and increase our 3 distinct but collaborative areas of work.

## ABOUT THIS ROLE

We're looking for a calm, personable and servant-hearted person to work within our Safeguarding Team, providing organisation-wide support and deputising for the Safeguarding Manager to ensure that CPAS is a safe place for everyone. The ideal candidate will have a good understanding of safeguarding in practice and safer recruitment, have experience of working in a safeguarding capacity (paid or voluntary), and will be empathetic, victim-survivor-focused and committed to a person-centred, trauma-informed approach.

This role provides an opportunity to influence change in an environment committed to service improvement, positive safeguarding culture development, and minimising barriers to excellence in safeguarding practice. Particular focus will be given to supporting the Ventures and Falcons Holiday Ministry to ensure the safety and wellbeing of the children and young people accessing our holidays.

If you enjoy working collaboratively within a team and cross-team working, can demonstrate initiative and ability to effectively manage multiple areas of work, and are able to assess risk, prioritise concerns, and make prompt, defensible safeguarding decisions in fast-moving situations, we would love to hear from you!

Please read on to find out more about the role and the person we are looking for.

# ROLE PROFILE – DEPUTY SAFEGUARDING MANAGER

**RESPONSIBLE TO:** Safeguarding Manager

## KEY WORKING RELATIONSHIPS

- Internally: across CPAS, with a particular focus on the Ventures and Falcons team, including volunteers
- Externally: safeguarding advisors and safeguarding professionals

## DECISION MAKING

The postholder will make decisions regarding risk and advise staff and volunteers on risk assessment and management.

## JOB PURPOSE

This role provides an opportunity to influence change in an environment committed to service improvement, positive safeguarding culture development, and minimising barriers to excellence in safeguarding practice. The postholder will work within the Safeguarding Team, providing organisation-wide support and deputising for the Safeguarding Manager to ensure that CPAS is a safe place for everyone. Particular focus will be given to supporting the Ventures and Falcons Holiday Ministry to ensure the safety and wellbeing of the children and young people accessing our holidays.

## CORE TASKS

- Work closely with colleagues in the Safeguarding Team to lead the implementation of safeguarding policy and practice and promote a healthy and Biblically-based safeguarding culture in all areas of work across CPAS, maintaining a trauma-informed approach.
- Provide dedicated safeguarding support to the Ventures and Falcons Ministry, supporting the safer recruitment of volunteers and engaging with volunteers to support them in risk assessment and management.
- Be involved in case work, advising volunteers and staff on safeguarding cases and responding sensitively within the context of Christian faith-based holidays, representing CPAS' Christian vision and values where needed. This will at times include liaising with statutory agencies such as children's social care, police, health, and the Local Authority Designated Officer (LADO).
- Review low-level concerns and safeguarding reports from volunteers, advising on appropriate actions to address identified need.
- Contribute to the content and delivery of safeguarding training for staff and volunteers, including monitoring feedback and attendance.
- Work with staff to develop and refine safeguarding processes and guidance, and monitor attendance and effectiveness.
- Support the Safeguarding Team with a range of tasks, including being available on a rota basis to respond to on-call and emergency calls, particularly during the holiday season. Offer prayerful support to on-call and emergency calls when appropriate.
- Confidently engage a wide range of stakeholders with professionalism and integrity. Where needed, represent and uphold the biblical and theological vision and values of CPAS with clarity and integrity.
- Be an active member of and contributor to the Safeguarding Committee and promoting a safeguarding culture across CPAS.
- Participate actively in CPAS-wide Staff Prayers and Safeguarding Team prayer times, modelling the Christian values central to the organisation's mission.

## OTHER REQUIREMENTS

- Contribute to the spiritual culture of the CPAS team.
- Participate in the wider life of CPAS.
- Some travel may be required e.g. to visit holidays.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. This job description will be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the organisation.

# PERSON SPECIFICATION

## KNOWLEDGE AND EDUCATION

### Essential:

- Good understanding of safeguarding in practice and safer recruitment.
- Up to date knowledge of safeguarding legislation and developments.
- Commitment to ongoing professional development.
- Understanding of risk assessment and management.

### Desirable:

- Understanding of developing and delivering training programmes.
- Knowledge of data protection and the UK GDPR.

## EXPERIENCE

### Essential:

- Experience of working in a safeguarding capacity, either paid or voluntary.
- Experience of giving advice and support around safeguarding related issues and decision-making.
- Experience of maintaining a survivor-focused approach.

### Desirable:

- Experience of working as a volunteer or with volunteers, ideally in volunteer management.
- Experience of and insight into creating a culture that prioritises well-being and support.
- Experience of reviewing safeguarding information and using record management systems e.g. CPOMS.
- Experience of involving young people in services and understanding of the importance of listening to children.
- Experience of managing and leading projects.



## SKILLS

### Essential:

- Demonstrates initiative and ability to effectively manage multiple areas of work.
- Detail-oriented with strong organisational skills.
- Ability to assess risk, prioritise concerns, and make prompt, defensible safeguarding decisions in fast-moving situations.
- Excellent verbal and written communication abilities, inspiring confidence and trust.
- Creative problem solver, able to analyse situations and suggest solutions.
- Excellent record-keeper and case recording skills, able to maintain easily accessible and well-organised records.
- Competent in using a range of digital systems and tools, including case management systems.

## PERSONAL QUALITIES

### Essential:

- Calm, personable and servant hearted.
- Enjoys working collaboratively within a team and cross-team working.
- Able to think and act independently, take initiative, demonstrate persistence and prioritise effectively.
- Passionate about providing excellent service to those who engage with CPAS' Christian ministry and ensuring that safeguarding is built into our Christian ministry.
- Empathetic, victim-survivor focused, and committed to a person-centred, trauma-informed approach.
- Demonstrates strong integrity, engages in reflective practice, and consistently upholds confidentiality.
- Committed to working in accordance with CPAS' values, code of conduct, and safeguarding framework.
- A committed Christian, an active member of a local church and in agreement with the [CPAS Basis of Faith](#)\*.

\*CPAS is an evangelical Anglican mission agency working to support churches across the UK and Republic of Ireland. Due to the nature of the role there is an Occupational Requirement that the postholder is a committed Christian under Part 1 of Schedule 9 of the Equality Act 2010, an active member of a local church, and in agreement with the [CPAS Basis of Faith](#).

# TERMS AND CONDITIONS

1. **Location:** The role will be based in the CPAS offices in Coventry. CPAS has a flexible working policy, and it may be possible to work from home for part of the week, subject to making an application.
2. **Starting salary:** £22,914 per annum, increasing to £25,326 (pro rata of a full-time salary of £38,190—£42,210), subject to an annual pay review effective May 2026.
3. **Contract:** This is a permanent appointment. It is subject to an initial six-month probationary period and the usual ongoing CPAS appraisal process.
4. **Pension:** CPAS provides a pension scheme with a minimum of a 4% matched contribution to the Church of England Church Workers Pension Scheme. It is possible to increase this to 9%.
5. **Hours of work:** This is a part-time appointment of 3 days / 22.2 hours per week (0.6 FTE). CPAS operates a flexible working policy.
6. **Holiday:** Annual leave entitlement is 20 days (pro rata of a full-time equivalent of 33 days). This entitlement is inclusive of bank and public holidays, and in addition the offices are closed between Christmas and New Year, and you are not required to work but will be paid your normal hours. The holiday year begins on 1 January each year.
7. **Long Service Additional Annual Leave:** an additional 2 weeks annual leave is awarded to staff who complete continuous service with CPAS of 10 years or more.
8. **Employee Assistance:** CPAS provides free access to Health Assured, the employee assistance programme.
9. **Start date:** To start as soon as possible.
10. **Safeguarding:** This post will be subject to a Basic DBS check and all staff are expected to undertake safeguarding training and be able to articulate how their role supports the safeguarding culture within CPAS.
11. **Right to Work:** You must have evidence of your ongoing right to work in the UK.



# HOW TO APPLY

Please complete the application form and ensure you demonstrate how you meet the requirements of the person specification. Please also complete and return the Declaration of Suitability form. Please note we cannot shortlist your application unless you supply the additional information.

Applications should be sent by email to [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk).

## APPLICATION CLOSING DATE

The deadline for applications is **9.00am on Monday 30th March**.

## INTERVIEWS

Interviews are scheduled for **Monday 13th April** at our offices in Coventry.

If you have any questions about the role or about CPAS, don't hesitate to get in touch via [recruitment@cpas.org.uk](mailto:recruitment@cpas.org.uk)

## CPAS VALUES

All CPAS staff are expected to work within the values of the organisation:

Missionally Focused

Graciously Engaged

Boldly Innovative

Courageously Hopeful