



## AMPLEFORTH ABBEY

### **Director of Safeguarding and Wellbeing**

<b><i>Location:</i></b>	Ampleforth Abbey
<b><i>Salary:</i></b>	Highly competitive based on skills and experience
<b><i>Contract:</i></b>	Permanent 3 or 4 days per week
<b><i>Closing Date:</i></b>	Midday 21 November 2024
<b><i>Start Date:</i></b>	March 2025

Ampleforth Abbey Trust is looking to appoint a strong performance-focused leader to take up the pivotal position of Director of Safeguarding and Wellbeing

Safeguarding children, young people and adults at risk is of paramount importance at Ampleforth Abbey and safeguarding all vulnerable groups from harm is a key strategic priority. The Trust's charitable beneficiaries and safeguarding responsibilities include both vulnerable adults and children. Ampleforth Abbey is home to a large Benedictine community and its main works include the provision of guided and individual retreats and the operation of a Visitor Centre, Tea Room and shop. Monks of the community also serve in local parishes and a small number are resident in a dependent monastery in Zimbabwe.

As Director of Safeguarding and Wellbeing, you will ensure the highest standards of safeguarding arrangements are in place across Ampleforth Abbey Trust, that these are robustly maintained and that the charity meets its legal duties and obligations in relation to the same, demonstrating all due care for all relevant legislation and carrying out duties in the most cost-effective and efficient way.

In this role you will have a clear vision of success with a passion for significant and complex challenge, and a track record of developing and

delivering effective safeguarding policy and practice. You will possess exceptional influencing and communication skills to help drive a culture of collaborative continuous improvement which motivates and empowers others within the organisation. You will forge strong and effective partnerships, in particular with our statutory and regulatory partners. You will conduct yourself in a way befitting our culture: acting with integrity, leading by example, with enthusiasm and strong ambition. You will have the experience, skills and abilities to be able to make an instant impact at the highest-level, in this high-profile role in a demanding and complex environment.

We encourage you to contact Jim Hopkinson ([jho@ampleforthabbey.org.uk](mailto:jho@ampleforthabbey.org.uk)) tel 07582103519 for an informal and confidential conversation regarding the role.

**Key Dates:**

Closing date: Midday Thursday 21 November 2024

Interviews: Week commencing 2<sup>nd</sup> December 2024

Start Date March 2025

Ampleforth Abbey Trust adheres to safer recruitment as part of its commitment to upholding the highest standards of safeguarding for children and adults. We expect all staff and volunteers to share this commitment. All offers of employment will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant pre-employment checks and the receipt of employment references.

A copy of the job description and person specification can be found below.

To apply please send

- A CV setting out your career history, with key responsibilities and achievements, tailored to job description and person specification.
- A Statement of Suitability explaining your motivation for applying for this role and how you consider your personal skills, qualities and experience provide evidence of your suitability for the role

Applications should be sent by e-mail to the Company Secretary, Liam Kelly: [lfk@ampleforthabbey.org.uk](mailto:lfk@ampleforthabbey.org.uk)



# AMPLEFORTH ABBEY

## *Director of Safeguarding and Wellbeing Reporting to: Managing Director*

### *Job Description*

The Director of Safeguarding and Wellbeing will ensure the highest standards of safeguarding arrangements are in place across the activities of Ampleforth Abbey Trust, that these are robustly maintained, and that AAT meets its legal duties and obligations in relation to safeguarding. He/she will have executive responsibility for safeguarding arrangements and report to the trustee bodies in relation to the adequacy of these arrangements. The role includes co-ordinating safeguarding matters within the monastic community at Ampleforth and its associated religious works including providing advice to the religious superior. The Director of Safeguarding and Wellbeing will also ensure the effective operation of the monastery infirmary and lead and promote activities across the Trust that promote the wellbeing of the community, staff and volunteers.

### *Main Duties and Responsibilities*

#### *Culture, Strategy and Development*

- Ensure the development of an effective safeguarding culture, by ensuring a key focus that places children and adults at risk (vulnerable adults) first and championing this across Ampleforth Abbey Trust.
- Ensure that Ampleforth enables and encourages those who have experienced abuse to come forward and that those who have been harmed are supported and protected in accordance with our commitment to survivors.
- Lead on the formulation of safeguarding strategy across the Ampleforth Abbey Trust, and work with the trustees of AAT and the Safeguarding Committee to drive forward change as required to ensure safeguarding practices continue to improve.
- Pro-actively identify areas for improvement in safeguarding across Ampleforth Abbey Trust and inform the trustee strategies for the Charity in relation to safeguarding.

## Compliance and Assurance

- Maintain an up-to-date knowledge of relevant legislation and regulation and ensure compliance with these across the trust in relation to safeguarding.
- Ensure matters relating to safeguarding are reflected in the Ampleforth Abbey Trust risk registers and take the lead in ensuring mitigating actions to address matters of concern are taken.
- Support the trustees in having an appropriate level of visibility and oversight of safeguarding across Ampleforth Abbey Trust by presenting safeguarding reports and updates at trustee meetings and relevant committee meetings including an annual report on safeguarding across the trust.
- Advise the Safeguarding Panel, the Safeguarding Committee and Trustees on developments in best practice and policy within the Catholic church and ensuring that the Trust remains compliant with any changes.
- Prepare, coordinate and respond to external safeguarding audits of Ampleforth Abbey Trust including Catholic Safeguarding Standards Agency (CSSA) audits, peer audits and other statutory or non-statutory audits.

## Policy, practice, advice and guidance

- The creation, maintenance and review of policies, procedures and practices ensuring these are benchmarked in accordance with best practice from CSSA, Charity Commission and statutory agencies and are fully understood and implemented across the trust.
- Ensure safer recruitment practices are maintained and followed in the recruitment of persons who work/come into contact regularly with children and/or vulnerable adults.
- Ensure relevant safeguarding training is undertaken by trustees, staff, volunteers and members of the monastic community and assess the impact and effectiveness of the training delivered.
- Provide line management for the Ampleforth Abbey Trust safeguarding team to ensure that safeguarding matters and concerns are dealt with in a joined-up, robust and appropriate manner.
- Be the ultimate operational point of contact for anyone with safeguarding concerns in respect of Ampleforth Abbey Trust.
- Provide high quality safeguarding support and services to the monastic community, including quality case management and investigation.

### Case work

- Be responsible for the reporting, handling, investigation and processing of investigations relating to safeguarding matters in relation to children and vulnerable adults for the monastery, both historical and current.
- Manage the work undertaken by the Monastery Safeguarding Assessors.
- Provide guidance, support and direction to anyone who raises a concern, ensuring allegations are referred appropriately to statutory authorities.
- Ensure appropriate risk assessments and, where necessary, safeguarding plans (or equivalent) are in place and regularly reviewed where safeguarding concerns exist in relation to members of the community.
- Ensure systems are in place for effective record keeping and case management, compliant with GDPR, in relation to safeguarding matters across the trust

### External Relationships

- As the key point of contact, establish effective working relations with statutory partners, regulators and other relevant Church bodies.
- Work with the legal and other professional advisers for the Ampleforth Abbey Trust in relation to safeguarding matters and in particular the management and handling of potential and actual litigation.
- Work with the Ampleforth College Designated Safeguarding Lead to ensure appropriate sharing of information to ensure adequate safeguarding arrangements on the neighbouring sites.
- Work with statutory agencies, CSSA, diocesan safeguarding co-ordinators and others to ensure the effective management of risk and sharing of information to ensure adequate safeguarding of communities.

## Wellbeing

- Oversee the effective operation of the Monastery Infirmary.
- Provide line management support for the Monastery Infirmary Lead, overseeing the strategic operation of the facility.
- Oversee the wellbeing agenda for members of the monastic community, staff, and volunteers providing professional expert advice in this area.
- Co-ordinating the staff wellbeing group - listening and responding to the staff voice; organising activities/initiatives to enhance staff wellbeing.
- Providing informal wellbeing support for staff outside their line management structure where appropriate.
- Signposting staff to the Employee Assistance Programme and negotiating individual bespoke extensions to this programme with the provider where appropriate.
- Through the Safeguarding Assessors and in consultation with the Abbot, oversee the day-to-day wellbeing of members of the monastic community on safeguarding restrictions.
- Ensure the appropriate update and operation of the Dignity at Work Policy.
- Report bullying/harassment cases/incidents to the Safeguarding Committee and making recommendations if substantive or systemic issues arise.

## Resources Managed

- Line management of Sessional Monastery Safeguarding Assessors, Infirmary Lead, and safeguarding support to Youth Worker, deputy designated safeguarding leads and Hospitality/Lettings/Support Staff.
- Budgets: To be advised by line manager

## Line Manager and Annual Appraisal Reporting Officer

- Line management from Managing Director. Responsibilities to additionally report into the Safeguarding Committee, and directly to the trustees of AAT as and when required by them.

### Safer Recruitment

- Ampleforth Abbey Trust adheres to safer recruitment as part of its commitment to upholding the highest standards of safeguarding for children and adults. All offers of employment will be subject to checks by the Disclosure and Barring Service (DBS) along with other relevant pre-employment checks and the receipt of employment references.

### Salary

- Highly competitive based on skills and experience

### Work Location

- Ampleforth Abbey with some home working available. In addition participation in an on-call rota.

### Ability to commute / relocate

- Ampleforth Abbey: reliably commute or plan to relocate before starting work (required)

### Expected Start Date

- March 2025

### Closing Date for Applications

- Midday Thursday 21 November 2024

### Interviews

- Week commencing 2 December 2024

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	<p>Sufficient experience of working within public or voluntary sector at a senior level to command respect of Trustees, Advisors and Stakeholders</p> <p>Experience of chairing complex professional meetings and ability to chair in an efficient manner</p> <p>Experience of the operational context of safeguarding work</p> <p>Commitment to safeguarding demonstrable through previous or current professional activities</p>	<p>Working with survivors</p> <p>Working alongside or in partnership with a faith-based agency or organisation</p>
Skills and Knowledge	<p>A working knowledge of the statutory framework for safeguarding of children and adults, including legislation, government and sector-based guidance.</p> <p>Clear thinking and able to negotiate with statutory agencies and other stakeholders</p> <p>Empathy with survivors and understanding of how to respond to their needs and concerns of survivors</p> <p>Awareness to maintain the highest standards of confidentiality in line with safeguarding practice.</p>	<p>An understanding of the safeguarding structures including those of the Catholic Safeguarding Standards Agency</p> <p>An understanding of quality control mechanisms, inspection regimes and case audits</p>
Qualifications	<p>Academic / professional qualification in social care / probation / health / education / policing or equivalent experience</p>	