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# **Senior Safeguarding Caseworker (Fixed Term) Information for Applicants March 2026**

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# A Message from Bishop David

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Welcome and thank you for your interest in the role of Senior Safeguarding Caseworker.

In the Diocese of Manchester, we have a strong commitment to safeguarding children and young people, vulnerable adults and those in abusive relationships. Good safeguarding lies at the heart of our Christian discipleship. It requires courageous leadership at every level, from parishes, schools and chaplaincies to our diocesan and national structures. It also demands a determination to challenge cultural obstacles to good safeguarding wherever and whenever they may appear.

We are now looking to recruit a Senior Safeguarding Caseworker to expand our capacity for providing support to those at risk and those who have concerns about that risk. We are striving to improve the efficiency and sensitivity of our safeguarding processes, and this role will be key in strengthening important links between our parishes and external agencies by growing collaboration and building relationships.

This role offers a unique opportunity to contribute to and advance safeguarding practice within our communities, and the chance to help shape effective processes and build upon our positive safeguarding culture. The Diocese of Manchester is an interesting and engaging environment for the new Senior Safeguarding Caseworker to share their knowledge and develop their skills.

It is important to us that the new Senior Safeguarding Caseworker is committed to diversity, inclusion and racial justice. We are also looking for someone who is generous in working with a breadth of traditions and spirituality in the Church of England. In particular, we welcome female candidates and candidates of global majority heritage to help ensure the diversity of our safeguarding team.

We are very much looking forward to welcoming the new Senior Safeguarding Caseworker to the diocese and supporting them in their work.

Yours in Christ,



The Rt Revd Dr David Walker,  
Bishop of Manchester



# About Us

Manchester Diocese serves a vibrant, dynamic and creative community in the North West of England. It covers an area of 416 square miles and has a total population of 2.2 million. The diocese is divided into four archdeaconries, seven deaneries and 33 mission communities. There are more than 300 places of worship and chaplaincies, which are organised into 256 parishes and 175 benefices.

Geographically, the diocese takes in the two cities of Salford and Manchester and the metropolitan boroughs of Oldham, Rochdale, Bury and Bolton. Parts of the metropolitan boroughs of Wigan, Trafford, Stockport, Tameside and Blackburn with Darwen, and most of the borough of Rossendale in Lancashire, are also within the diocese. It has the fourth highest population density of any diocese in the Church of England.

While predominantly urban, a significant portion of the diocese is rural, although less than 3% of the diocese's population resides in these areas. 125 (48%) of our parishes fall within the 10% most deprived areas nationally. Additionally, 25% of the population in the diocese identifies as having a Global Majority Heritage background.

Parishes and chaplaincies across our diocese are supported by the Diocesan Board of Finance, based at St John's House in Bury town centre. This team works with churches and congregations across the diocese to achieve our strategy and our mission goals. It also provides support with clergy stipends and housing, finance, safeguarding and governance.

Across the diocese, 193 Church of England primary and secondary schools educate over 58,000 pupils. These schools are mostly funded by local authorities, with the diocese providing support with religious education and Christian ethos, governance, the recruitment of head teachers, admissions, and building projects. The team which supports these schools is also based at St John's House, as part of the Diocesan Board of Education.



## Our Vision

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Our vision is for Manchester Diocese to be a *worshipping, growing, transforming Christian presence at the heart of every community.*

Much of what we are doing in Manchester Diocese is already contributing to a culture of hope and an expectation of growth, working with our parishes, schools and chaplaincies. This includes many forms of inherited as well as fresh expressions of church. We serve in an area that has a rich history of culture and innovation, made up of diverse and vibrant communities, and a longstanding commitment to social justice. It is a wonderful place to engage in Gospel Ministry.

*Our work together grows out of Jesus's Great Commandment which is to 'love the Lord your God with all your heart and with all your soul and with all your mind...and love your neighbour as yourself. (Matthew 22: 36-40)...*

*... and out of his Great Commission, 'to go and make disciples of all nations, baptising them in the name of the Father and the Son and of the Holy Spirit' (Matthew 28:19-20).*

Our strategy is based on positive, inspiring and relevant plans for the future. It is enabling us to bring together the key areas of opportunity and challenge, building on our learning and experience from the significant changes and investments that are already underway. Many of these changes have focused on new ways of working together which are becoming embedded in the life of our diocese.

Building on these successes, we are shifting to the next level in setting our priorities and working out what we want to achieve next. Given the excellent start that has been made, we now have the opportunity to be even more creative and ambitious with our plans for the future living out our values of **faith, hope and love.**

Built around four key themes – Parish Renewal, Growing Younger, Church Planting and Revitalisation, and Developing Missional Leaders – this strategy will guide our work over the coming years. We have recently been awarded significant additional funding from the national church as part of the Diocesan Investment Programme to support us with this mission and ministry.



At the heart of this support is our commitment to **Parish Renewal**, providing specialist, practical help to ensure the missional and financial sustainability of our parishes. This includes financial support for those wishing to establish New Worshipping Communities. Our aim is to ensure that every parish is equipped to thrive and serve its local community.

The funding will enable us to deepen our commitment to **Growing Younger**, nurturing children and young people on their discipleship journey. Building on the success of the Places Project in Bolton and the Man Dio Growing Faith programme across the rest of our diocese, the Encounter Project will provide additional children's and youth workers, while the Equip training initiative will support lay and ordained leaders so they grow in confidence and develop their skills in ministry with children and young people.

Alongside this, the investment will support **Church Planting and Revitalisation** through strengthened partnerships with our existing resource churches and the Antioch Network. Six new resource churches representing a range of traditions will also be established and supported in planting new churches.

We will build on the work that is already taking place to bring forward and develop the next generations of **missional ordained and lay leaders** at every stage of their vocation, including a new, diverse generation of leaders equipped to grow faith communities.

In all of this we are deeply committed to championing **racial justice** and ensuring that our clergy, lay leaders and congregations represent the rich diversity of our diocese.

We are working towards the 2030 **net zero carbon** goal set by General Synod, by supporting our churches and schools with measuring their energy use and taking simple, practical steps to reduce their carbon footprint.

We will continue to provide a safe environment for all by promoting effective **safeguarding**.

Across our diocese, people hold diverse views and express their faith through **different traditions**, united in a passion for Jesus Christ and his Church. Our bishops honour these differences by inviting church communities from across our diocese to learn together, support one another and listen to God.

These priorities align with the Church of England's overall vision which is to create a church of missionary disciples, where mixed ecology is the norm, and whose membership is becoming younger and more diverse.



# Our Values

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Our values are the core principles that help to guide our behaviours and actions in achieving our vision for Manchester Diocese which is to be ... 'a worshipping, growing, transforming Christian presence at the heart of every community'.

## **Faith**

And let us run with perseverance the race marked out for us, fixing our eyes on Jesus, the pioneer and perfecter of faith. Hebrews 12, v 1-2.

- Serving something beyond ourselves – God, Jesus, our communities – believing in our purpose.
- Staying motivated, with a sense of commitment and a belief in the power of our work.
- Outward-looking to our parishes, chaplaincies and schools to serve and support them and help them thrive.

## **Hope**

Be joyful in hope, patient in affliction, faithful in prayer. Romans 12 v 12.

- Optimistic and positive, enthusiastic and confident.
- Energetic and purposeful – working honestly and setting challenging goals.
- Attentive to our own wellbeing and the wellbeing of others.

## **Love**

Love is perfect, love is kind, it does not envy, it does not boast, it is not proud. 1 Corinthians 13 v 4.

- Inclusive and valuing diversity, showing mutual respect and kindness, ensuring that everyone feels accepted and valued, and encouraging one another.
- Caring for God's creation, using the Earth's resources responsibly.
- Great team-working across the diocese – demonstrating empathy, trust and unity.

# Role Description

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<b>Employer:</b>	Manchester Diocesan Board of Finance (MDBF)
<b>Salary:</b>	£46,750 (Diocesan Pay-scale Band 6.1 – spot grade)
<b>Hours of work:</b>	Full Time – 35 Hours per week
<b>Contract:</b>	Fixed Term for 12 months
<b>Normal place of work:</b>	St John’s House, 155-163 The Rock, Bury BL9 0ND

## Purpose

To support the Director of Safeguarding in the implementation of all aspects of safeguarding policy and administration in the Diocese of Manchester. This will involve the management of safeguarding cases including liaison with relevant agencies such as probation; providing safeguarding advice and guidance to clergy, parishes, church officers and volunteers; and undertaking risk assessments with people who may pose a risk in line with safeguarding policy requirements.

## Background Information

The Diocese of Manchester is the Church of England in Bolton, Bury, Leigh, Manchester, Oldham, Rochdale, Salford, and parts of Rossendale, Stockport, Tameside and Trafford. To find out more about the unique make-up of the diocese and its diverse activities, visit the website: [www.manchester.anglican.org](http://www.manchester.anglican.org)

## Accountability & Key Relationships

The post is line managed by the Director of Safeguarding.

The Senior Safeguarding Caseworker is a member of the Safeguarding Team consisting of the Director of Safeguarding; the Head of Safeguarding Training and Parish Engagement; two Safeguarding Caseworkers and the Safeguarding Co-ordinator.

# Key Responsibilities

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- Manage/ lead on complex cases relating to the safeguarding of children and vulnerable adults.
- Provide expert guidance and advice on safeguarding issues to clergy, employees and parishes.
- Manage allegations and provide advice as appropriate in line with House of Bishop's practice and policy guidance.
- Manage complex individual cases and liaise with all relevant agencies including the police, probation services and local authorities.
- Ensure known offenders within, or returning to, the church community are appropriately managed and supported by the church, including leading on undertaking comprehensive risk assessments and church safety plans.
- Ensure that Manchester Diocesan Board of Finance and the parishes within the Diocese of Manchester are up to date on best practice in safeguarding and working in line with House of Bishop's policy and practice guidance.
- Build on positive safeguarding culture that has been developed across the Diocese of Manchester, to maintain and encourage positive working relationships with all relevant agencies and ensure collaborative working as part of the overall culture.
- Support and provide advice from an informed perspective, based on a good understanding of Church of England structures and Church of England Safeguarding policies.
- Support parishes with implementation of House of Bishops Safeguarding Policy and Guidance.
- Maintaining confidential safeguarding records by uploading information on to our case management system, MyConcern, and updating this accordingly.
- Undertake audits of parish safeguarding records and procedures.
- On call duty on a rota basis alongside other members of the Safeguarding Team.
- Supporting the Diocese in hearing the voices of children and young people.

# Person Specification

<b>Requirements</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A professional qualification or equivalent (i.e. social work, probation, police)</li> <li>▪ Educated to degree level (or equivalent)</li> </ul>
<b>Experience and Understanding</b>	<ul style="list-style-type: none"> <li>▪ Wide level of experience of effectively managing a challenging caseload relating to safeguarding of <b>both children and vulnerable adults</b></li> <li>▪ Experience in complex risk assessment in relation to offenders/ offending behaviour and those that may pose a risk</li> <li>▪ Experience of presenting / facilitating drop-in sessions (or equivalent) to support service users or stakeholders</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Able to demonstrate up-to-date knowledge of safeguarding practice and relevant legislation</li> <li>▪ Able to manage and progress complex individual cases including assessing risk</li> <li>▪ Understanding of the remit of, and working with key professionals in the area such as the police, probation service, local authorities etc.</li> <li>▪ Able to demonstrate high level analytical and reporting skills</li> <li>▪ Able to manage processes with good administrative skills</li> <li>▪ Able to form and maintain positive multi-agency working relationships</li> <li>▪ Able to communicate positively with individuals while dealing with challenging and complex matters</li> <li>▪ A professional understanding of confidentiality and GDPR</li> <li>▪ Knowledge of Church of England structures (desirable)</li> </ul> <p style="text-align: right;">continued...</p>

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>▪ Sympathetic with the aims and values of the Church of England</li> <li>▪ At ease with the diversity of the Diocese of Manchester</li> <li>▪ Able to work collaboratively and effectively with other members of the Safeguarding Team and MDBF</li> </ul>
<p><b>Work-related Circumstances</b></p>	<ul style="list-style-type: none"> <li>▪ Willingness to actively engage in reflective supervision every six weeks</li> <li>▪ Willingness to undertake appropriate training as required</li> <li>▪ Willingness to travel to meetings and various locations in the diocese</li> <li>▪ Able to work flexibly including evenings and weekends</li> </ul>

# Additional Information

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## Summary of Terms and Conditions

Employer	Manchester Diocesan Board of Finance
Line Manager	Director of Safeguarding
Normal place of work	St John's House, 155-163 The Rock, Bury
Hours	The role is full-time (35 hours per week).
Salary	Diocesan Pay Scale: £46,750 [Grade 6.1 – spot grade]
Contract	Fixed term for 12 months
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

## Application timetable

The closing date for applications is **Monday, 16 March 2026 at 5:00pm.**

Shortlisted candidates will be informed by **Wednesday, 18 March 2026.**

The interviews are scheduled for **Wednesday, 25 March 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Queries can be directed to [jobs@manchester.anglican.org](mailto:jobs@manchester.anglican.org)

## Eligibility and pre-employment enquiries

The successful candidate will need to have the right to live and work in the United Kingdom.

They will also be required to undertake an enhanced check with the Disclosure and Barring Service (DBS).