

## Terms of Reference

### Consultant – Project Manager, Establishing Parish Safeguarding Officer (PSO) Network

**Commissioning organisation:** The Diocese of Oxford, Safeguarding Team

**Duration:** 12 months (January 2026 to December 2026)

**Location:** Hybrid – remote working with extensive travel within the Diocese of Oxford.

#### 1. Background

The Diocese of Oxford has been awarded funding from the National Safeguarding Team's Innovation and Impact Fund to design and implement a sustainable, peer-led Parish Safeguarding Officer (PSO) Network. The project aims to strengthen safeguarding structures in parishes by building an effective PSO peer support network. A consultant/project manager will lead the initial design, pilot and rollout phases, embedding systems and ensuring a full handover to the Diocesan Safeguarding Team and trained Lead PSOs.

#### 2. Purpose of the Consultancy

To design, coordinate and deliver the establishment of the PSO Network project, from listening and co-design through to full diocesan rollout and evaluation, ensuring that robust, sustainable structures are in place for the long-term.

#### 3. Scope of Work

- Lead the deep listening phase through focus groups and option mapping with PSOs.
- Co-design the network model with PSOs, deanery clergy and safeguarding staff.
- Manage pilot implementation in selected deaneries.
- Support recruitment and induction of Lead PSOs.
- Facilitate buddying and mentoring arrangements.
- Coordinate diocesan roll-out based on pilot learning.
- Design and deliver training and support materials for Lead PSOs.
- Develop suitable, safe digital communications channels (e.g., WhatsApp groups, online forums).
- Lead mid-point and final evaluations (surveys, focus groups, learning reports).

- Document the model for potential replication by other dioceses.
- Prepare a full handover plan for the diocesan safeguarding team and Lead PSOs.

#### 4. Deliverables

Month 1: Deep listening report and project plan

Month 3: Pilot phase completed with evaluation summary

Month 5: Diocesan roll-out launched

Month 6: Documentation of good practice and resource toolkit

Month 12: Final evaluation and sustainability handover report

#### 5. Expected Outcomes

- A functioning, peer-led PSO network established across the diocese
- Trained and supported Lead PSOs embedded in deaneries
- Sustainable systems for peer communication, support and on-boarding new Lead PSOs
- Evidence-based evaluation report for diocesan and national sharing

#### 6. Reporting and Supervision

The consultant will report to the Head of Safeguarding and work closely with the Diocesan Safeguarding Team. Regular check-ins will be held monthly, with written progress updates tied to milestones.

#### 7. Duration and payment

**Duration:** 12 months (January–December 2026)

**Number of days:** approximately 55 days.

**Payment** will be made every two months within 30 days. The Diocese will also cover reasonable expenses including travel.

#### 8. Person Specification

Essential

- Experience in project management
- Strong facilitation, listening and stakeholder engagement skills
- Proven ability to evaluate and report on project outcomes
- Knowledge of Church of England parish structures
- Excellent communication and organisational skills
- Ability to drive to different locations within Oxford Diocese

Desirable

- Experience designing and implementing peer networks or community-led initiatives
- Knowledge of safeguarding within a church environment
- Understanding of volunteer management and training

*The consultant is expected to comply and fully cooperate with ODBF policies including:*

- *Health and safety*
- *Dignity and respect in ministry and at work*
- *Equality, diversity, and inclusion*
- *GDPR*
- *Safeguarding*

## **9. How to apply**

Please send a **copy of your CV with cover letter and consultancy day rate** to [louise.whitehead@oxford.anglican.org](mailto:louise.whitehead@oxford.anglican.org) with the subject line 'Project Manager'. If you would like an informal conversation about the role, please also contact Louise Whitehead.

The deadline for expressions of interest is 23<sup>rd</sup> November 2025.