



Job Title: Director of Safeguarding
Location: Remote (EST orientation required)
Reports To: Executive Director
Job Type: Regular full-time exempt (compensation is salaried)

Organizational Overview

The Anglican Church in North America (ACNA) is a Province in the Anglican Global Communion. A growing denomination that is fifteen years old, the ACNA includes over 1,000 congregations in North America, with approximately 128,000 members. The mission statement of the ACNA is "to reach North America with the transforming love of Jesus Christ."

Job Summary

The Director of Safeguarding provides strategic leadership for safeguarding across the Anglican Church in North America, ensuring that systems, training, communications, and case oversight reflect best practices, canonical requirements, and pastoral wisdom. This role serves as the Province's primary safeguarding leader and public-facing resource, supporting dioceses as they implement provincial and diocesan canons related to safeguarding, and continue to embed safeguarding practices throughout provincial life.

This is a foundational and building role, responsible for shaping provincial safeguarding strategy, strengthening trust and credibility, coordinating case management processes, and fostering collaboration across dioceses within the bounds of subsidiarity and the canons. The Director of Safeguarding works closely with the Archbishop, Executive Director, Provincial leadership, bishops, diocesan safeguarding leads and reports receivers, legal advisors, and external partners.

KEY RESPONSIBILITIES

Strategic Leadership

- Provide province-wide leadership for safeguarding, articulating vision, strategy, and priorities in alignment with ACNA's mission, polity, and canonical framework
- Serve as a trusted and confidential advisor to the Archbishop, Executive Director, bishops, diocesan leaders, chancellors, and safeguarding professionals on safeguarding matters
- Lead the continued development of provincial safeguarding infrastructure, policies, and training and resources, building on the strong foundation already established
- Recruit, develop, and lead a team of volunteers and, as appropriate, consultants to support safeguarding work across the Province

Communications, Training and Education

- Serve as the primary provincial resource for safeguarding-related communication, education, and training
- Develop and deliver training for bishops, diocesan safeguarding leaders, reports receivers, investigators, and others involved in safeguarding and Title IV processes
- Lead communications efforts related to safeguarding, including collaboration with the Communications team on public statements, website content, and educational materials

- Create, maintain, and promote sample safeguarding policies, guidance documents, and best-practice resources for dioceses
- Convene and confidently facilitate gatherings of diocesan safeguarding and reports receiver leads to share information, build community, and strengthen practice across the Province
- Stay current on developments in church and cultural contexts related to safeguarding, abuse prevention, trauma-informed practice, and continuing education

Case Management Oversight

- Provide provincial oversight for safeguarding-related case management, ensuring consistency, accountability, canonical compliance, and appropriate pastoral care
- Roll out a case management system for receiving and responding to complaints against bishops and oversee Title IV processes on behalf of the Archbishop, including investigations, presentments, pastoral care, and related proceedings
- Advise the Archbishop on complaints received and appropriate next steps
- Support provincial canonical bodies involved in safeguarding and Title IV processes (e.g., Reports Investigation Team, Court for the Trial of a Bishop, Provincial Prosecutor)
- Maintain the disciplinary register and secure case records

Additional Responsibilities

- Serve as liaison or contract manager for safeguarding-related partnerships and vendors (e.g., Ministry Safe, Protect My Ministry, Praesidium, Brotherhood Mutual, etc.)
- Support the episcopal election process, including consulting with the Common Life Commission to recommend safeguarding and vetting requirements and best practices
- Liaise with chancellors, legal counsel, and other advisors as needed
- Work with the Governance Task Force on safeguarding-related canonical amendments, serving as Provincial Staff liaison
- Some domestic travel required, including provincial events in January and June
- Perform other duties as assigned

QUALIFICATIONS

- Committed to the mission and goals of the ACNA; active member of an ACNA congregation
- Bachelor's degree in a relevant field required (e.g., social work, counseling, ministry, advocacy, or related field)
- 10+ years of relevant experience in safeguarding, advisory, pastoral, or related fields, including at least 2 years in a leadership or managerial role
- Demonstrated ability to handle sensitive matters with discretion, integrity, and pastoral wisdom; strict adherence to confidentiality protocols and standards is essential
- Strong understanding of complex organizational systems and the ability to work effectively within a distributed ecclesial structure
- Excellent verbal and written communication skills, strong relational skills and proven ability to lead and facilitate training in adult learning environments, or manage a team of trainers
- Proven ability to build trust, lead collaboratively, and guide diverse stakeholders
- Highly organized, detail-oriented, and able to manage multiple priorities simultaneously