

**Diocese of Brentwood**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Safeguarding Administrator</b>
<b>DEPARTMENT:</b>	<b>Safeguarding</b>
<b>LOCATION:</b>	<b>Cathedral House</b>
<b>RESPONSIBLE TO:</b>	<b>Safeguarding Coordinator</b>
<b>ACCOUNTABLE TO:</b>	<b>Safeguarding Coordinator / Bishop</b>
<b>HOURS OF WORK:</b>	<b>20 Hours per week</b>

**OVERALL PURPOSE OF JOB:**

To support the Safeguarding Coordinator with the efficient processing of Disclosure and Barring Service (DBS) applications for parish volunteers.

**MAIN RESPONSIBILITIES:**

1. Processing, checking, countersigning and submission of Disclosure and Barring Service (DBS) applications for parish volunteers.
2. Assisting the Safeguarding Coordinator with the introduction of a computerised system of Disclosure and Barring Service applications within the Diocese.
3. Support and assist the training of parish safeguarding representatives to process electronic DBS applications.
4. Assisting with the briefing and support of Local Safeguarding Representatives in parishes and linked Religious Orders in the Diocese.
5. Supporting the Safeguarding Coordinator in the general administration of safeguarding work in the Diocese, including organisation of conferences and training events.

**Notes:**

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.

5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:**

Post-holder in receipt and agreement of job description:

Signature .....

Name (please print).....

Manager's Signature .....

Name (please print).....

Review date .....

## PERSON SPECIFICATION – Safeguarding Administrator

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
Good General education English and Maths GCSE grade C (or equivalent)	✓	
<b>SKILLS AND EXPERIENCE</b>		
Experience of administration including preparing correspondence, meeting agendas, reports and note taking	✓	
Experience and understanding of recruitment process and pre employment checks specifically in relation to Safeguarding.	✓	
Experience of working within an organisation with a Safeguarding focus		✓
Good understanding and experience of using IT systems specifically Microsoft Office (Outlook, Word, Excel) and databases.	✓	
Ability to effectively communicate with internal and external stakeholders including Clergy, Safeguarding Representatives and Volunteers.	✓	
Ability to work on own initiative and as part of a team.	✓	
Able to organise own workload and prioritise tasks	✓	
Maintains absolute confidentiality at all times in relation to the security and management of sensitive information associated with the role.	✓	
Experience of delivering training to staff		✓
Experience of creating and maintaining simple records database to store information and run reports.		✓
<b>KNOWLEDGE</b>		
General knowledge of Church Safeguarding policies and practice as specified by the Catholic Safeguarding Advisory Service (CSAS).		✓
Understanding of the principles of confidentiality and data protection and Safeguarding	✓	
Knowledge of the Disclosure and Barring Service (DBS) checking processes.	✓	
<b>ADDITIONAL REQUIREMENTS/INFORMATION</b> (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	