

# DIOCESE OF SALFORD

<b>Job Title:</b>	Safeguarding Administrator		
<b>Department:</b>	Safeguarding		
<b>Reports to (job title):</b>	Safeguarding Coordinator		
<b>Accountable to:</b>	Safeguarding Office Manager		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	Clergy, Parish Safeguarding Representatives, Diocesan Heads of Department, Human Resources Department		
<b>Location:</b>	Cathedral Centre	<b>Travel Required:</b>	Travel will be required
<b>Level/Salary Range:</b>	£18,018 -£22,796 per annum depending on skills and experience. (Salary Band A)	<b>Position Type:</b>	Full time, 12-month fixed-term contract. Subject to review and consideration for a permanent post. (part-time hrs could be considered)
<b>Hours of Work:</b>	35 hours per week, Mon-Fri usually 9am-5pm with some flexible working required  Part time hours could be considered.	<b>Holidays</b>	25 days plus 8 statutory bank holidays per annum plus 5 Diocesan closure days (4 days over Christmas and 1 day Maundy Thursday)

## Overview and Job Purpose:

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and adults at risk of harm; this post will support the Diocese in delivering this commitment.

The post holder will be responsible, under the leadership of the Safeguarding Coordinator and the Safeguarding Office Manager, for the DBS re-checking of volunteers, members of the clergy and employees of the Diocese of Salford and undertaking a variety of administration tasks to support the wider Safeguarding team.

The post holder will be required to work with discretion and sensitivity due to the confidential nature of the information they will encounter.

The post holder will be required:

To liaise with relevant personnel over the status of DBS checks and to ensure that processes and procedures are followed.

To administrate the processes relating to DBS Code of Conduct.

To ensure compliance with Health and Safety.

## **Job Description:**

### **Main responsibilities**

To be responsible, under the leadership of the Safeguarding Coordinator and the Safeguarding Office Manager, for the DBS re-checking of volunteers, members of the clergy and employees of the Diocese of Salford and undertaking a variety of administration tasks to support the wider Safeguarding team.

Which will include:

- Supporting the process to ensure the completion of the DBS forms (online and paper) & relevant safer recruitment paperwork for all rechecks required throughout the Diocese.
- Contacting parish safeguarding representatives or members of the HR Department to identify those volunteers, members of clergy and employees requiring a DBS recheck.
- Collating, monitoring and tracking all forms sent to the Disclosure and Barring Service.
- Managing and maintaining the DBS database, ensuring expired or soon to expire DBS forms are actioned and processed.
- Contacting and reminding volunteers and members of the clergy of the need to complete the Online Update Service, with regard to DBS compliance.
- To liaise with the parish safeguarding representatives and members of the HR department over the status of DBS checks, ensuring that processes and procedures are followed
- Escalating any DBS issues to parish safeguarding representatives and members of the HR department.
- To resolve queries on DBS checks for applicants who have forms returned due to inaccurate data.
- Assist with receiving and answering telephone calls, deal with queries, provide general information about the Department of Safeguarding and refer these to the relevant person.
- Assist with managing enquiries by email, provide a response or forward to the correct person within the Department of Safeguarding.
- Assist with opening and sorting the mail daily, distributing this to the correct person within the Department of Safeguarding.
- Assist with maintaining case records, including the electronic filing of documents.
- Assist and support administratively for safeguarding training events.
- To ensure compliance with Health and Safety Regulations.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties undertaken within the Safeguarding Department are excluded simply because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post holder to undertake the new duties.

<b>PERSON SPECIFICATION</b>		
	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• GCSE grade C/4 or above in English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• A nationally recognised qualification in MS Office</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of using and understanding of computer systems and equipment (including Microsoft Word and Excel).</li> <li>• Experience of word processing, data inputting and general administrative duties.</li> <li>• Administrative experience in an office/education environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the DBS process</li> <li>• Experience of using cloud-based databases</li> <li>• Proven data input skills</li> </ul>
<b>Knowledge, skills, and abilities:</b>	<ul style="list-style-type: none"> <li>• Competence with Microsoft Office (Word, Excel, Outlook, Access) and excellent keyboard skills.</li> <li>• The ability to undertake administrative duties efficiently, to work accurately and to prescribed deadlines.</li> <li>• Effective communication skills, both orally and written, in order to deal tactfully and sensitively with people at all levels.</li> <li>• The ability to work on own initiative, seeking advice as appropriate.</li> <li>• Excellent people and interpersonal skills to deal with enquiries in person on the telephone and via email.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the diocese</li> <li>• Knowledge of the DBS process.</li> <li>•</li> </ul>

<p><b>Personal qualities:</b></p>	<ul style="list-style-type: none"> <li>• Have a professional nature and be able to treat people with respect and empathy.</li> <li>• A flexible, positive, responsible, and well-organised approach to their work.</li> <li>• The ability to establish and maintain good working relationships with a wide range of people.</li> <li>• Flexibility: the ability to work as part of a team, and the ability to establish personal priorities and objectives. In addition, to be able to respond flexibly to changing requirements.</li> <li>• An understanding of and respect for the confidentiality required by the post.</li> <li>• An understanding of and commitment to Equal Opportunity Policies, and the ability to promote this in the day-to-day work of the post.</li> </ul>	
<p><b>Other requirements:</b></p>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.</p>		
<p><b>Other Information:</b></p>		
<p><b><u>References and Reports</u></b></p>		

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

**Driving:** A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Safeguarding	Date:	June 2022
Reviewed By:	HR	Date:	June 2022

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first two months of employment.

Print Name:		Date:	
Signature:		Department/ Parish:	

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