DIOCESAN BOARD OF FINANCE

**Job Description and Person Specification**

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| **JOB TITLE:** | **Safeguarding Administrator** |
| **TEAM:** | Safeguarding |
| **DURATION** | Permanent, full-time (part-time or term time hours could be considered) |
| **LINE MANAGER:** | Safeguarding Support Officer |
| **RESPONSIBLE FOR:** | n/a |

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| JOB PURPOSE |
| To provide effective administration support for the Diocesan Board of Finance Safeguarding Team with a particular responsibility for the Disclosure and Barring Service (DBS) processes, safeguarding training administration and assisting the Safeguarding Support Officer with the Parish Safeguarding Dashboards. |

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| DUTIES AND RESPONSIBILITIES |
| To administer Disclosure and Barring Service (DBS) processes on behalf of the Diocese |
| * To administer DBS checks for employees and volunteers across Salisbury Diocese. * Provide technical support and signposting for parishes administering DBS checks. * Update and maintain records on our Contact Management System and other databases. |
| Responsible for the day-to-day administrative functions of the Safeguarding Team and the Diocesan Safeguarding Advisory Panel |
| * Provide administrative support for the Diocesan Safeguarding Advisory Panel (DSAP) meetings including informing the agenda, minuting meetings and liaising with panel members. * Support with safeguarding training administration. * Undertake administrative tasks to support the functioning of the Safeguarding Team as agreed by the Safeguarding Support Officer. * Develop effective systems of storage of safeguarding documents such as those on SharePoint. |

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

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| ADDITIONAL INFORMATION |
| The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.  The post holder must always undertake activities in accordance with legislative and regulatory requirements.  The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.  In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a “time off in lieu” basis. |

**Person Specification**

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| Attributes | Essential (or expected to train/qualify to that standard) | Desirable |
| Qualifications & Training | * + - Good standard of literacy and education (at least A level or equivalent) |  |
| Experience | * + - Experience of providing administrative support including support to meetings and committees with high regard for accuracy and timely delivery.     - Administrative experience in an office/education environment. | * + - Experience of working with the Salisbury Diocese DBS Microsite, and/or Safeguarding Dashboards.     - Experience of providing technical support for online and hybrid meetings. |
| Competencies *(specific skills, knowledge and attributes required for the role)* | * + - Proficiency and demonstrable experience working with Microsoft Office 365 and cloud-based virtual environment, e.g., SharePoint, ZOOM, confident in using a variety of technologies and a willingness to learn and work with new technologies and programmes as necessary.     - Excellent communication skills capable of relating well to a wide range of people with varying expectations | * + - Working knowledge of Church of England safeguarding guidance and policies [Safeguarding e-manual | The Church of England](https://www.churchofengland.org/safeguarding/safeguarding-e-manual)     - Basic knowledge and understanding of the structures of the Church of England |
| Behavioural Requirements *(generic soft skills required for the role based on the grade)* | * Self-motivated, flexible, highly organised, and able to effectively prioritise, control and organise own workload so that multiple aspects are managed appropriately.   + - Ability to explain complex matters to those unfamiliar with specialist terminology.     - Emotional resilience as role involves dealing with sensitive subject matters which at times can prove emotive. * A high level of accuracy and attention to detail including when working on systems and databases, report writing. * Sympathetic to the aims and ethos of the Church of England. | * Inquiring mind, proactively considering ways of working that improve service provision. |

**Employee Name: Line Manager Name:**

**Signature: Signature:**