

JOB DESCRIPTION & PERSON SPECIFICATION

# Safeguarding Administrator

APPLICATION DATE BY

19 May 2024



# Hello and welcome!

## What are we looking for?

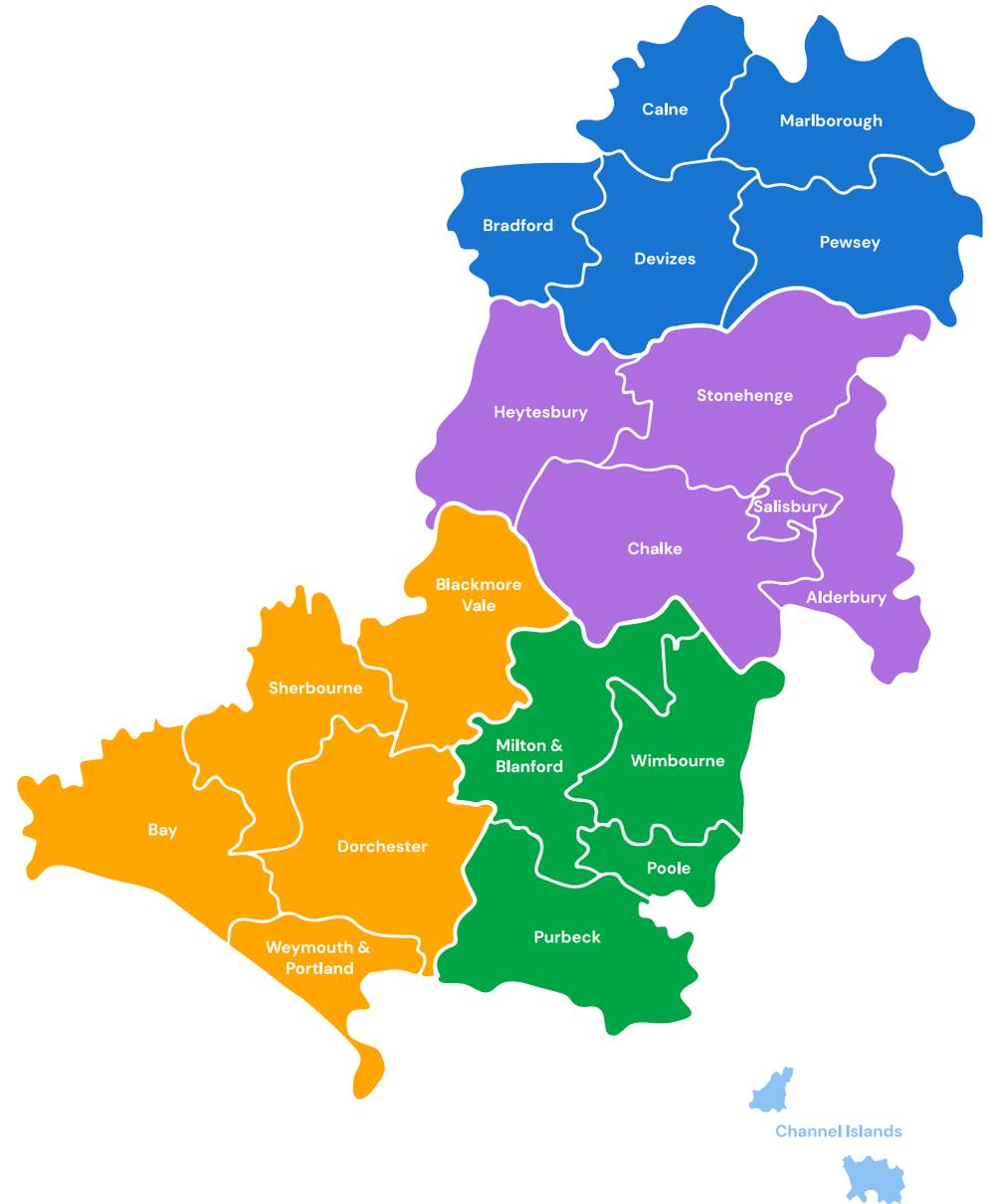
We have an exciting new opportunity available for a fulltime enthusiastic and experienced administrator to join the Safeguarding Team on a permanent basis and be part of our work to create environments where everyone feels safe, valued and respected. The Diocese of Salisbury is a medium-sized organisation with a huge reach – with thousands of young people in our church schools, and hundreds of churches across Dorset, Wiltshire, Hampshire, Devon, we support people of all ages.

You will be an integral part of the established Safeguarding Team providing responses to requests for safeguarding information and providing administrative support for processes such as Disclosure and Barring Service (DBS) checks and supporting

people to make effective use of their local 'Safeguarding Dashboard' portal.

Within the team and within the wider organisation we offer many opportunities for continuing personal and professional development.

We are looking for a self-motivated individual who is able to demonstrate their ability to be highly-organised, prioritise their own workload and communicate effectively with a wide range of people whilst upholding the highest standards of confidentiality. Knowledge of the systems we use such as the Microsite and the Safeguarding Dashboards and/or experience within a safeguarding role would be beneficial but is by no means essential as your induction will provide training in these areas. If this is you, we would really like to meet you.



# Our vision and priorities

**Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.**

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



# Working with us

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## The role

The role is offered as a Permanent, full-time contract with a full time working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

Part-time or shared contract hours could be considered.

## What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

## Job role

Safeguarding Administrator

## Hours

35 hours p/w

## Duration

Permanent position

## Salary

Up to £24,544 (Grade 5B)

## Team

Safeguarding

# Safeguarding Administrator job description

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**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.**

## **To administer Disclosure and Barring Service (DBS) processes on behalf of the Diocese**

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- 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**

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- 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.

# Personal specification

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## Qualifications & Training required

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- Good standard of literacy and education (at least A level or equivalent).

## Competencies

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- 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.

**For full job description and person specification see [here](#).**

## Experience required

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- 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.
- Desired:
- Experience of working with the Salisbury Diocese DBS Microsite, and/or Safeguarding Dashboards.
  - Experience of providing technical support for online and hybrid meetings.

## Behavioural requirements

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- 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.

# Application process

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As part of your application please submit the following:

**Part 1** – Complete an [Application Form](#).

**Part 2** – One-page letter no more than 500 words, telling us about yourself, your motivation for applying for the role and you can include, the values and experience you will be bringing to the role.

**Part 3** – A current CV

**Closing date** Sunday 19 May

**Shortlisting** W/C 20 May

**Interview (Tentative)** Thursday 30 May

**Please return applications with supporting documentation by email to:**  
[hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org)

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on [hadmin@salisbury.anglican.org](mailto:hadmin@salisbury.anglican.org)

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded [here](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical. We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found [here](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England, Diocese of Salisbury please feel free to peruse our [website](#). You can also find out more about the team you will be working with on the website as well.



**“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”**

LUKE 4: 18 – 19

[www.salisbury.anglican.org](http://www.salisbury.anglican.org)  
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