



## JOB DESCRIPTION

***Canterbury Diocese is committed to 3 key overriding objectives of***

- ***Growth both spiritual and numerical;***
- ***Reimagining ministry and***
- ***Building strategic partnerships with our communities***

***The diocesan structure is built around frameworks which focus on these key objectives and our strategic priorities are set for this purpose through the Changed lives → Changing Lives strategy. Through the structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ***

<b>Job Title</b>	<b>Diocesan Safeguarding Administrator</b>
<b>Grade</b>	<b>6</b>
<b>Salary</b>	<b>£17,600 for 28 hours per week (0.8)(FTE £22000pa)</b>
<b>Department</b>	<b>Diocesan Secretary</b>
<b>Reports to</b>	<b>Diocesan Safeguarding Adviser (DSA with Lead for Administration)</b>

## Background

Canterbury Diocese was one of the first dioceses in the Church of England to take its Safeguarding responsibilities really seriously and has been at the forefront of developments ever since. The key to this successful development has been the team based working both at the diocesan centre but also crucially across the 250+ parishes that the diocese covers. In any successful team there must be a culture of flexibility and whilst responsibilities can be allocated, it is for all members of that team to ensure that responsibilities are shared across the board and appropriately covered. Accordingly in this job description it is important that lines of accountability and responsibility are treated with collegiate respect but also with a degree of corporate flexibility.

The Bishop of Dover has the ultimate responsibility for Safeguarding in the Church's mission and ministry across the diocese. It is a principle of the team based approach that all

members of the team should have access to the bishop to speak about safeguarding issues and concerns across the diocese as appropriate.

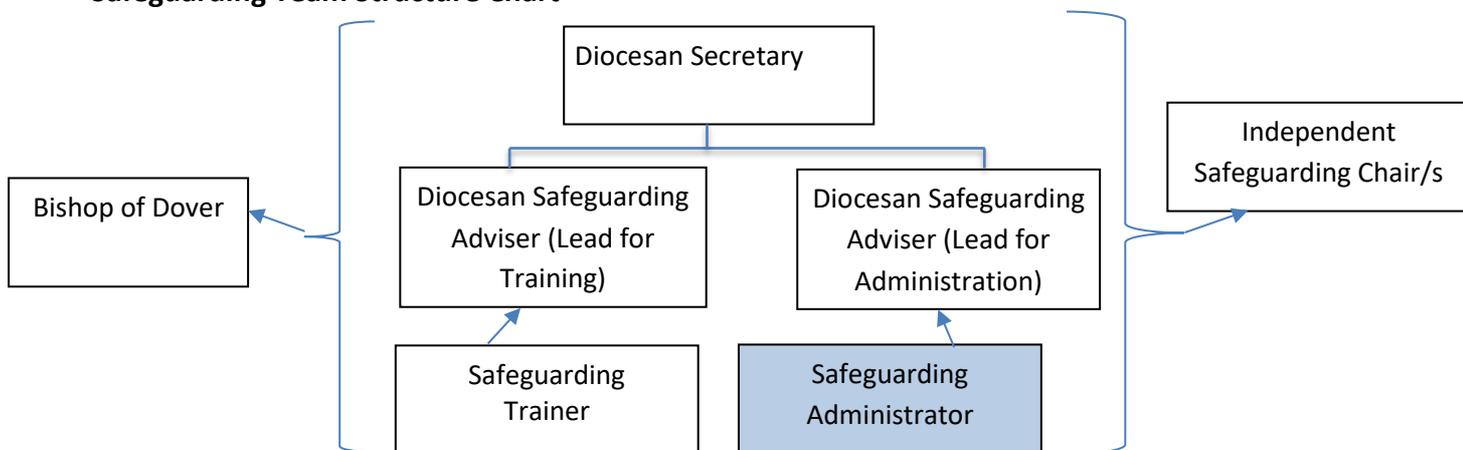
### Job Summary

To provide a comprehensive and confidential administrative service to support the work of the DSAs and the Diocesan Safeguarding Trainer. To act as the Disclosure Officer for Diocesan House staff, Bishop's Office Staff and all Diocesan Licensed Clergy and Readers.

### Job Location

Diocesan House

### Safeguarding Team Structure Chart



### Main Duties

1. Provide general administrative support to the DSAs and the Safeguarding Trainer;
2. Produce word processed documents from dictation, part-typed and handwritten documents produced by the DSAs and others;
3. Fulfil the role of author for the Safeguarding web pages on the Diocesan Website working with the Diocesan House IT & Communication teams to ensure the web pages are up to date and easily accessible;
4. Have oversight of the Disclosure Barring Service (DBS) Helpdesk administration;
5. Responsible for applications to DBS through Access Personal Checking Services Ltd (APCS) for all Diocesan Licensed Ministers (including Readers, Clergy (including Cathedral clergy) & Ordinands on mainland UK and Jersey & Guernsey) to ensure that DBS Renewals are processed in line with Diocesan Policy. Checking ID and documentation for

Diocesan House employees, Bishop's Office staff and Diocesan Licensed Ministers' DBS checks;

6. Administer records of DBS checks including maintenance of the Safeguarding databases;
7. Working closely with all of the Safeguarding team to draft agenda's for all group meetings
8. To produce an annual business cycle for the Safeguarding Management Group and Risk Assessment Group, ensuring regular updates on key data, indicators and national trends are shared and analysed;
9. Prepare and distribute paperwork for the Diocesan Safeguarding Management Group and Risk Assessment Group in a timely manner;
10. Take minutes at committee, core group and other meetings and work with the team to ensure the following up of actions;
11. Liaise with the Event & Training Administrator in the Hospitality Team as needed for safeguarding event & training management requirements;
12. Assist the Safeguarding Training Officer with the administration of safeguarding training;
13. Maintain records of attendance at training;
14. Assist with preparation and distribution of regular Safeguarding Updates;
15. Respond in a sensitive and appropriate manner to those contacting the DSAs concerning cases and concerns, maintaining necessary confidentiality at all times;
16. Maintain an up to date list of parish safeguarding contacts and parish disclosure officers within the Diocese;
17. Undertake administrative tasks relating to the monitoring of implementation of safeguarding policy and procedures;
18. Liaise with Diocesan House IT team to ensure appropriate systems are in place and run efficiently for use by all Safeguarding team members and in compliance with GDPR;
19. Undertake safeguarding and other training as required.

### **Contact with others**

#### Internal

*DSAs & Other members of the Safeguarding team*

*Diocesan Safeguarding Management Group and Risk Assessment Group*

*All Diocesan House staff*

*Bishop, Bishop`s Chaplain & Archdeacons & their administration teams  
Diocesan House IT & Communication Teams*

External

*Diocesan Registrar*

*Area Deans and Lay chairs*

*Key parochial Clergy and officers*

*Diocese Safeguarding Networks, Parish Disclosure Officers*

**Person Specification**

<b>Qualifications/Education required</b>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• A good general education to NVQ Level 3 or “A” Level standard;</li> <li>• Good IT skills and fully conversant with Microsoft Office Packages, including Outlook, Word &amp; Excel.</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Ability to write for and commission all communication channels including website pages;</li> <li>• An empathy with the mission and ministry of the Church of England.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate accuracy and attention to detail;</li> <li>• Excellent administrative skills and organisational ability;</li> <li>• Excellent communication skills;</li> <li>• Ability to prioritise and time manage workloads;</li> <li>• Ability to maintain confidentiality, and work sensitively with those affected by safeguarding issues;</li> <li>• Numeracy and analytical skills</li> <li>• Ability to build rapport and relationships with others including volunteers</li> </ul>
<b>Knowledge/Experience required</b>	<ul style="list-style-type: none"> <li>• Previous administration work experience;</li> </ul>
<b>Aptitudes &amp; personal qualities required</b>	<ul style="list-style-type: none"> <li>• Committed team player with a team based approach;</li> <li>• Self-motivated, proactive and willing to take responsibility;</li> <li>• Willingness to receive training as appropriate.</li> <li>• Patience</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Travel within the diocese</li> <li>• Weekend working may be required but this will be occasional, not frequent</li> <li>• Driving licence or other means of transport is needed</li> <li>• Subject to DBS check</li> </ul>

<b>Agreed by job holder</b>	
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<b>Date</b>	
<b>Authorised by</b>	
<b>Date</b>	
<b>Review date</b>	

### ***Diversity***

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we deal with are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**The Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.**

**The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.**

**The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.**

*The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

