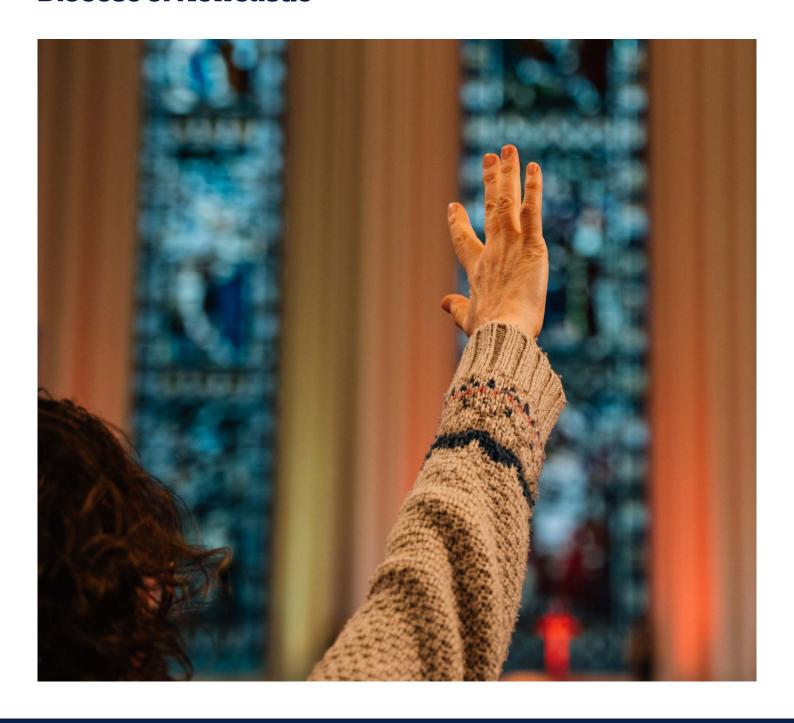
Safeguarding & Admin Assistant

Cover - 12 months

St Thomas' Newcastle

Diocese of Newcastle





Reports to: Operations Administrator

Hours: 18.75 hours a week

Salary: £12,675 (£25,350 FTE)

The Safeguarding and Admin Assistant will provide essential administrative support to St Thomas' Newcastle, ensuring smooth and efficient operations. This role will encompass a wide range of duties, including safeguarding administration, database and rota management, and general office support.

Key Responsibilities

Safeguarding Administration

- Manage and maintain the Parish Safeguarding Dashboard and Parish Safeguarding Hub.
- Assist staff in keeping all safeguarding records up-to-date.
- Monitor safeguarding progress across volunteer teams.
- Ensure safer recruitment practices are adhered to throughout the church.
- Check and administer DBS certificates for the relevant volunteers.

Database and Rota Management

- Assist in managing ChurchSuite, including:
 - Sending welcome emails to new members of the church.
 - Ensuring smooth follow-up on team and life group form responses.
 - Monitoring and updating the church calendar.
 - Onboarding new volunteer team members onto MyChurchSuite.

General Administration

- Update weekly staff rotas (e.g., Morning Prayer and Sunday lock-up).
- Count weekly offerings and deposit them into the bank.
- Work with the Verger on monitoring stock levels for hospitality, cleaning, and communion supplies and ordering stock when necessary.
- Assist the Operations Administrator with electoral roll recruitment.
- Perform other administrative duties as assigned.

General

Attend and lead staff prayers at St Thomas'.

Person Specification

- Supportive to the values, aims and objectives of St Thomas' Newcastle.
- Organised, personable and collaborative.
- Passionate about the administrative life of St Thomas' Newcastle.

Essential Skills

- Understanding of safeguarding best practices.
- Excellent organisational and time-management skills.
- Able to demonstrate knowledge and understanding of church structures and organisation.
- Proficiency in Google tools and experience with ChurchSuite or similar management software.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Desirable Skills

- Experience of working in a church or other non-profit environment.
- Understanding of health and safety.

Christian Faith

- Uphold the Christian ethos and support the vision and values of St Thomas' in all aspects of ministry and mission.
- There is a genuine occupational requirement for the post holder to be a communicant Christian.

Notes

- This job description is a general guideline and may be subject to change.
- Training will be provided for all systems including ChurchSuite.
- Appointment is subject to relevant safeguarding training being completed.

Terms of Employment

Working Environment

St Thomas' is developing a team that works in the power of the Holy Spirit to reach the goals and targets that God gives us. The Staff Team work and rest hard in a way that recognises that it is God who helps us deliver all that we do.

Pension Contributions

Employees will be automatically enrolled in the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The employer contributes a sum equivalent to 10% of the gross basic salary as an employer contribution to the Scheme. This is a non-contributory Scheme and employees may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.

Hours of Duty

The post is offered on a part-time basis (working 18.75 hours per week).

Annual Leave

The leave year runs from 1st September to 31st August. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Operations Director (pro-rata for part-time appointments).

Contract

The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period and is offered on a temporary basis for 12 months.

How to Apply

- Applications are to be made through Pathways
 (cofepathways.org/members/modules/job/detail.php?record=8202).
- The closing date for the receipt of applications is Monday 3 March.
- · Interviews will be held on **Monday 10 March**.
- For an informal conversation about the role please contact the team at info@stthomas.church.