



THE DIOCESE IN EUROPE

Diocesan Office

JOB PROFILE

JOB TITLE:	SAFEGUARDING ADMINISTRATOR (Safer Recruitment and Compliance)
CONTRACT:	Permanent Full Time (35 hours per week plus 1 hour per day unpaid lunch break)
SALARY:	£26,000 - £27,500
LOCATION:	[Church House, Westminster], 14 Tufton Street, London, SW1P 3QZ . Some work from home may be possible by agreement.
ACCOUNTABLE TO:	Head of Safeguarding and Assistant Head of Safeguarding
KEY RELATIONSHIPS:	The Diocesan Safeguarding Team, Appointments Secretary, Diocesan Secretary, Bishops, other senior staff plus Clergy and Laity of our churches from around the Diocese; and other members of the Diocesan Office team.
BACKGROUND:	<p>The Diocese in Europe has 142 chaplaincies and over 300 congregations in 40 countries across Europe, North Africa and Russia. The Diocesan Office is in Church House, Westminster. The Diocesan Bishop is based in Brussels.</p> <p>There is active children's and youth work in many of our churches, and most are regularly involved with vulnerable adults and others on the margins of society. Safeguarding is a vital part of the Church's Mission of healing, justice and hope. As a Diocese we aim to adopt best practice in safeguarding children and vulnerable adults. The diocesan safeguarding policy follows the norms of the Church of England and reflects the need for some changes at local level in line with local law.</p>
JOB SUMMARY:	<ol style="list-style-type: none">1. Working with the Diocesan Safeguarding Team, to be responsible for the administration, monitoring and processing of Safeguarding checks in the diocese2. Providing administrative support to the Diocesan Safeguarding Team as a whole and the Head of Safeguarding in particular, including occasional minute taking for key meetings, filing, arranging meetings.

MAIN DUTIES AND RESPONSIBILITIES:

1. Take an active role in overseeing, prompting and ensuring the requirements for safeguarding checks across the diocese are adhered to.
2. Create and maintain central diocesan records for all safeguarding checks and to maintain appropriate systems to enable effective local record keeping across the whole diocese. This includes the use of the diocesan database and suitable spread sheets to administer the operation and the timely dissemination of safeguarding check requirements to all relevant church workers across the diocese.
3. Offer appropriate support (by email, telephone and in person) with appropriate safeguarding checks for individual church officers in chaplaincies and maintain informative dialogue with relevant Chaplaincy Safeguarding Officers.
4. Monitor safeguarding checks across the diocese and produce management information and statistics when required, including the validation of annual safeguarding audit data from all chaplaincies.
5. Oversee and process the system for safeguarding checks for all licensed Clergy, those with Permission to Officiate, Ordinands, Readers and Readers in training. (Each of these checks involves a great deal of processing of paperwork and assessing whether further supportive statements, references or certificates are needed. Each application needs to be assessed individually, but within a set of clear guidelines.)
6. Ensure all DBS applications are processed efficiently and accurately, validate monthly invoices and regularly research their management information system for useful data.
7. Maintain records to prompt three-year routine safeguarding re-checking in respect of all relevant church officers.
8. Filter enquiries about Safer Recruitment processes from chaplaincies, resolving them where possible and referring them to others only when necessary.
9. Work with clergy at all levels and nominated persons in chaplaincies (volunteers) in the compliance of the Diocesan Safeguarding Policy and Protocol in relation to Safer Recruitment.
10. To keep up to date with Church of England national policies and practice guidance on Safer Recruitment highlighting any relevant changes for consideration by the Diocesan Safeguarding Team.
11. Undertake such other reasonable duties as may be required by the Safeguarding Managers, including minuting of meetings.
12. Though the role is focused on safeguarding as laid out above, the postholder will be expected to be prepared to assist with broader administration tasks in the diocesan office as required.

This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes will occur over time.

Travel is not normally a part of this role and visits to the diocese will be by agreement in advance.

PERSON SPECIFICATION:

Essential Requirements

Education:

- To 'A' level standard or equivalent

Skills/Aptitudes:

- Excellent communication skills (written and spoken) across the wide diversity of the Anglican churches in Europe ('Chaplaincies'). (Foreign language competency is **NOT** a requirement)
- Is a 'self-starter' and can display evidence of taking the initiative when needed
- The ability to quickly gain a good understanding of safeguarding processes
- Significant IT ability and experience with Microsoft programmes including the ability to maintain databases
- Good organisational and problem-solving skills including the handling of conflicting priorities, maintaining protracted enquiries and prioritising within a heavy workload
- An ability to work with minimal supervision
- Good experience of, gathering, ordering, analyzing and reporting large quantities of data
- An eye for detail
- Experience/understanding of the importance of confidentiality
- Ability to meet deadlines
- Ability to take and produce accurate minutes

Desirable skills

- Understanding and experience of safeguarding procedures and policies, particularly in relation to safeguarding checks (DBS checks in the UK)
- An understanding of and empathy with the structure and culture of the Church of England

GENERAL CONDITIONS:

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
- 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, and other persons with whom we deal 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.

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.

Health and Safety Responsibilities

The Diocese in Europe takes Health and Safety at work very seriously and requires their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorized persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

Starting Salary: £26,000 - £27,500 pa

Pension Contributions: Staff will be admitted to the Church Workers Pension Fund (CWPF). This is a Defined Contribution Scheme to which the Diocese in Europe contributes a rate varying with age.

Hours of Duty: Normal hours of work are 35hrs per week, Monday to Friday plus an hour's unpaid break for lunch.

Annual Leave: 25 days paid leave per leave year plus Bank Holidays.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: The post is full-time, offered on an open-ended contract, subject to a six-month probationary period.