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| **Safeguarding Administrator** | diocese of east anglia logo 2015 |

**Job Description**

**Job Purpose**

The Safeguarding Administrator work with clergy and parishes to ensure safeguarding for the Diocese of East Anglia, and supports the Safeguarding Coordinator in providing professional advice to the Bishop and Trustees of the Diocese in their governance role as it relates to non-school safeguarding matters.

Salary: £28,000

Hours: Full time, but with a flexible approach to hours

Location: Norwich and around the Diocese, with the possibility of some home working

Accountable to: Safeguarding Coordinator

Key relationships: Parish priests and parish safeguarding representatives; staff of the Diocesan Curia.

**Key Duties and Responsibilities**

* Promoting a culture of safeguarding within the diocese and parishes, and ensuring best practice and compliance with the eight national safeguarding standards.
* Leads on the recruitment and retention of Parsh Safeguarding Representatives (PSR), providing ongoing support for PSRs and other parish volunteers.
* Working with parish priests to identify any PSR vacancies, the recruitment and training of suitable candidates.
* Ensuring safer recruitment of staff in accordance with national policies & procedures; providing advice to clergy and lay staff on same and processing applications, including DBS applications.
* Ensuring that all DBS applications are accurately processed and recorded on relevant databases in accordance with national policy & procedures and GDPR compliance.
* Identifying and ensuring that blemished DBS disclosures or relevant self-disclosure information is identified and passed to the Safeguarding Coordinator for risk assessment.
* Being the first safeguarding point of contact for the diocese. Receiving safeguarding referrals and often providing the initial contact with victims and survivors.
* Clerk to Safeguarding Commission and Safeguarding Sub-Committee; setting up meetings, including booking venue, providing refreshments and taking accurate minutes of the meetings.
* Ensuring effective liaison with members of the above groups and assisting in succession planning and induction training of new members, where appropriate.
* Representing the diocese at strategic and operational safeguarding meetings.
* Ensuring that all safeguarding referrals are accurately recorded and passed promptly to the Safeguarding Coordinator for their attention and action.
* Delivering training to a variety of learners, including PSRs, clergy, curial staff and lay volunteers.
* Ensuring training compliance and assist in the design and delivery of safeguarding training to clergy and volunteers.
* Maintaining a register of training compliance.
* Helping to organise and run safeguarding events including safeguarding conferences and training.
* Supporting the Safeguarding Coordinator, other Safeguarding Team members and curial staff in their respective roles.

**Person Specification**

**Qualifications and experience**

* Experience supporting safeguarding in a complex organisation
* Experience of working with statutory agencies
* A thorough understanding of good practice relating to safeguarding
* Experience recruiting and supporting volunteers
* Experience supporting victims and survivors
* Experience of working within formal frameworks for governance, accountability and standards
* Ability to communicate effectively face to face and in writing
* A familiarity with the structures and governance of the Roman Catholic church would be helpful but is not essential.

**Attributes**

* The successful candidate will be able work in accordance with the ethos and values of the Catholic Church.

• Professional manner and presentation, with a collegiate, respectful and supportive

approach to work.

• Excellent interpersonal skills with the patience, clarity, and effectiveness of

communication necessary to lead, interact and manage well.

• Collaborative approach to all aspects of work.

• Excellent attention to detail and a well ordered approach to work, including strong

administration skills.

• Ability to maintain confidentiality.

* A commitment to supporting victims and survivors.

• Demonstrated commitment to service and a willingness to be accountable for their

performance.

**This post will be subject to Disclosure and Barring Service checks. Two references should be supplied.**