

## Job Description – Safer Recruitment Officer

<b>Reports To</b>	Safeguarding Co-ordinator
<b>Organisation</b>	Roman Catholic Diocese of Clifton
<b>Date</b>	April 2022

### Purpose of Job

The Roman Catholic Diocese of Clifton is committed to safeguarding all who participate in the life of the Church and role of the Safer Recruitment Officer is to support the implementation of effective safeguarding processes throughout the Diocese by driving Safer Recruitment.

The provision of support to parishes regarding the safer recruitment of people working with children, young people, and adults at risk is the main focus of the role, which also includes the responsibility for Disclosure and Barring Service (DBS) administration.

### Key functions

- To ensure that national policy and best practice is met throughout the Diocese in relation to the Disclosure and Barring Service:
  - Maintain a single central record of parish compliance with DBS and training standards
  - Complete annual parish audit on safer recruitment compliance
  - Provide statistical information regarding safer recruitment
  - Provide advice and support to Parish Safeguarding Representatives (PSRs) and Clergy regarding DBS procedures
  - Assisting parishes by periodically holding DBS surgeries
- Promote the national safer recruitment processes in line with CSSA procedures:
  - Training of new PSRs and provide continuing support re safer recruitment
  - Sending out application packs and DBS forms for the recruitment and selection of volunteers
  - Receiving, checking, and assisting with the correction of applications
  - Updating parish safeguarding representative of appointments
  - Audit parish safer recruitment practice and procedures
  - Attend training events held by CSSA to ensure up to date knowledge on safer recruitment practices and procedures
- Act as DBS counter signatory for the Diocese
- To provide general Safeguarding Office duties:
  - welcoming visitors and answering the phone
  - filing, photocopying, maintaining databases

**Knowledge, Skills and Experience**

- Knowledge and experience of the Disclosure and Barring Service
- Good communication skills both written and verbal
- Good computer skills including Microsoft 365 (Outlook, Teams, Word, Excel, Access & PowerPoint)
- Experience in administration

**Key contacts****Internal**

- Trustees
- Diocesan staff
- Clergy
- Parish Safeguarding Reps
- Volunteers

**External**

- CSSA
- Disclosure and Barring Service

**Qualifications**

- Good level of English and Maths
- Car owner with current valid driving licence