

## Job Description – Safeguarding & Safer Recruitment Administrator

<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 Safeguarding & Safer Recruitment Administrator is to provide administrative support to the Safeguarding team.

The provision of administrative support to parishes regarding the safer recruitment of people working with children, young people, and adults at risk is also a focus of the role, together with the requirement to act as a counter signatory for Disclosure and Barring Service (DBS) on behalf of the Diocese.

### Key Accountabilities

Key elements of the role include:

- Work closely with the Safeguarding Coordinator and Officers to provide administrative support necessary to coordinate, plan, and monitor safeguarding within the Diocese
- Produce detailed and accurate minutes for the Safeguarding Committee meetings
- Gather information, interpret, and present statistical information
- Provide general office support
- Record safeguarding referrals in the absence of the Safeguarding Coordinator and Officers
- Assist in the maintenance of the national database for Diocesan DBS applications
- Assist in the processing and monitoring of online DBS applications and support with the administration of the DBS process within parishes
- Provide advice and support to Parish Safeguarding Representatives (PSRs) and Clergy regarding the safer recruitment process and DBS procedures
- Create and update office databases to reflect Parish / Diocesan compliance with safer recruitment processes
- Assist with the audit of Parish safer recruitment practice and procedures
- Assist with safer recruitment training events for PSRs and Clergy
- Attend training events held by CSSA to ensure up-to-date knowledge on safer recruitment practices and procedures
- Stay abreast of new legislation and guidelines regarding safer recruitment and advise accordingly
- DBS Counter signatory for the Diocese.
- Share responsibility for the safe storage, retention, and destruction of records

### Knowledge, Skills and Experience

- Administration experience
- Good communication skills both written and verbal
- Good computer skills including Microsoft 365 (Outlook, Teams, Word, Excel, Access & PowerPoint)
- Experience of minute taking
- Knowledge of Disclosure and Barring service in an administrative role is desirable

**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