

JOB DESCRIPTION

JOB TITLE: Safeguarding Administrator

RESPONSIBLE TO: TBC

MAIN PURPOSE OF THE JOB:

To support the church in the smooth operation of church safeguarding processes. The main purpose of the role is to be the lead person in the processes that ensure the safeguarding for the church is maintained at the very highest standard.

KEY DUTIES AND RESPONSIBILITIES:

- **Safeguarding Administration –**
 - Ensure volunteers are communicated with in advance of training/DBS update.
 - Oversee process for new joiners to the volunteer team, ensuring all aspects of safer recruitment are successfully overseen.
 - Act as document checker for recruitment of volunteers.
 - Arrange safeguarding training.
 - Develop and oversee the 'flows' within church suite – to ensure they continue to meet the needs of the church.
 - To produce a data report for PCC meetings.
 - Manage the safeguarding inbox and respond in a timely manner to enquiries from volunteers, staff and the diocese.
 - Keep accurate records, storing certificates electronically.
- **Support for the leadership team** - respond to actions from Vicar, Churchwardens, PCC, S&F & Senior Staff with regard to safeguarding.
- **Secretary to Safeguarding team** – To act as secretary to the Safeguarding and Pastoral advisory group, attending meetings, writing up minutes and distributing ahead of meetings.

WORKING CONDITIONS:

6 hours per week:- to be worked flexibly – probably from home, although a desk can be made available in the church office.

Salary range: £22,896 - £25,440 FTE (Based on 37.5 hours) - £3,663 - £4,070 actual. Based on experience.

Some evening hours may occasionally be required by negotiation; time-off-in-lieu to be given.

Holidays to be pro-rata of the full-time entitlement of 25 days annual leave and statutory bank holidays. Staff terms and conditions apply.

This is a one-year fixed term appointment that will be reviewed at the end of 12 months.

This position is subject to enhanced DBS disclosure and satisfactory references.

Genuine Occupational Requirement

Employment Equality Regulations 2003 relating to Religion or Belief and Sexual Orientation

An occupational requirement exists in accordance with the Equality Act 2010 for the post-holder to have an active and lively Christian faith, and share and endorse the understanding that St. Jude's Church, as an evangelical Anglican church, has of the Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

Person Specification

- Christian with a vibrant faith and out-going personality
- Strong understanding of the Christian faith within the Anglican context
- Commitment to the culture and values of St Jude's
- To be a regular member of one of our Sunday congregations
- Great interpersonal skills (face-to-face, phone and email); good written skills
- Good administrative skills, particularly with computer software.
- Calm, efficient and organised, able to multi-task and problem solve
- Pro-active in identifying issues and proposing solutions
- Forward-looking in co-ordination and planning
- Willingness to respond to requests for information outside of office hours where necessary
- Readiness to learn