



# Diocese of Coventry

## Safeguarding Administrator



**28 hours per week**

**£22,427.20 (£28,034 FTE) per annum plus 8.5% Employer Pension Contributions**

**Contractual Location is the Diocesan Offices in Coventry (hybrid working possible)**

### **The Role of Safeguarding Administrator**

We have an exciting opportunity to join the Coventry Diocesan Safeguarding team as a Safeguarding Administrator. We're looking for an enthusiastic individual with office administration and customer service experience to help provide support to the safeguarding work within the diocese.

### **The main responsibilities of the Safeguarding Administrator are:**

Providing effective and efficient administrative and logical support to the diocesan safeguarding team ensuring that all systems contribute to the delivery of high-quality service and the smooth running of the teams work.

What we are looking for a safeguarding administrator who has excellent interpersonal skills with the ability to work successfully with a range of stakeholders. Effective communication skills, both verbal and written will be key, as well as working collaboratively within a team.

**This post reports to the Diocesan Safeguarding Advisor.**

### **Diversity, Equity and Inclusion**

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact (Sarah Price, Diocesan Safeguarding Adviser – [sarah.price@coventry.anglican.org](mailto:sarah.price@coventry.anglican.org) 02476 521324)

Interviews will take place at the Diocesan office:

Please send completed applications to:

Email: Simone Smith at [Debbie.Niblett@Coventry.Anglican.org](mailto:Debbie.Niblett@Coventry.Anglican.org)

or

Post: Debbie Niblett, HR Officer, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.