

JOB DESCRIPTION FOR: SAFEGUARDING ADMINISTRATOR

Location:	Coventry Diocesan Offices
Responsible to:	Diocesan Safeguarding Adviser
Salary:	£22,427.20 per annum (£28034 FTE) Plus Employer Pension Contribution of 8.5%, Life Assurance of 2 x salary, Employee Benefits Package
Hours:	28 hours

Equality, Diversity and Inclusion Statement

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 equality, 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 or long-term illness that you feel prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable 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 Equality, Diversity and Inclusion training during their employment with us.

Role Profile:

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 join us as an Administrator and provide the support we need to help us deliver an effective service.

You will have 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.

Main Activities and Responsibilities:

- To provide 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 diocesan safeguarding teams work.
- Overseeing the team's diary management, booking internal and external meetings

- Minute taking meetings including safeguarding meetings
- Screening calls and emails for the diocesan safeguarding team from a range of stake holders including those who may have vulnerabilities, using your initiative to respond to enquiries, delegate safeguarding referrals to the relevant members of the team
- Maintain and update relevant databases and recording systems, ensuring accurate records
- Be responsible for DBS administration of Parish Safeguarding Officers
- Developing knowledge of safeguarding policy to advise appropriately on matters relating to general parish safeguarding such as safer recruitment, training and parish dashboard
- Provide general administrative support, as deemed appropriate by the Diocesan Safeguarding Advisor

Key Relationships:

The post holder is an employee of the Diocesan Board of Finance (DBF) and is line managed by the Diocesan Safeguarding Advisor.

Other key relationships include the Diocesan Safeguarding team, Parish Safeguarding Officers, Clergy and Readers.

Training, Monitoring and Evaluation:

The post holder will participate in reviews of progress every 6 months and an annual review as a member of Diocesan Staff.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, GDPR, Internet Security, plus other training that is identified during the course of employment.

Person Specification

This section details the attributes which you must have familiarity with, to undertake the full remit of this post.

Key – AF – Application Form, I – Interview, T – Test/Presentation

Attributes	Essential	Desirable	Means of Assessment
Qualifications A good standard of education at Grade C and above or equivalent experience	√		AF
Experience of:- Experience of providing administrative support to a busy team and maintaining accurate records Experience of providing customer service, with a commitment of delivering the highest standard	√ √		AF, I, T AF, I

of customer care			
Experience of working in a fast-paced environment where there are competing demands	√		AF, I
Working for an organisation which involves safeguarding, working with vulnerable clients such as within health, social care, charity sector.		√	AF, I
Knowledge and Skills			
Excellent organisation and prioritisation skills with the ability to successfully manage a busy and diverse workload	√		AF, I
Effective verbal and written communication skills with a range of stakeholders	√		AF, I, T
Ability to use initiative to contribute to the effective running of the service and to work flexibly as part of a team	√		AF, I, T
Excellent attention to detail and highly accurate recording	√		AF, I
Ability to understand and maintain confidentiality	√		AF, I
IT literate including the use of Microsoft Office, including Word, Excel, PowerPoint; Outlook and Access along with the use of online applications Teams and Zoom	√		AF
Ability to prepare and produce high quality documents including accurate minute taking.	√		AF
Ability to interact sensitively with people and de-escalate any challenging conversations	√		AF,I
Ability to understand processes and policy documents and advise where appropriate	√		AF,I
Knowledge of church processes and approaches		√	AF

Personal qualities			
Calm, compassionate and professional manner.	√		AF, I
Adaptable and flexible	√		AF, I
A willingness to develop an understanding of safeguarding within the Church of England	√		AF, I
Be Supportive of and live out our values at work:	√		AF,I
Community: To have a sense of togetherness and common purpose, with room for differences			
Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience			
Integrity: To be genuine, authentic and honest, and value each other			
Service: To recognise people's needs, give without expectation and use our gifts for each other			

“An enhanced DBS check will be required

There is no Occupational requirement for the successful applicant to be a Christian. We welcome applications from all candidates regardless of faith or belief system”

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It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies/>

or contact the Diocesan Safeguarding Adviser, Sarah Price

Please send completed application forms to:

Email: Debbie.Niblett@Coventry.Anglican.org

or

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