Safeguarding Administrator - Maternity Cover Post

(July 2019 for up to 12 months)

Job Title: Administrator for the Diocese of Leeds Safeguarding Office

Based at: Diocese of Leeds, Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX

Reporting to: Safeguarding Coordinator

Employer: Diocese of Leeds Trustee

Salary: £23,000

Hours: 37 hours per week (flexible working around the core needs of the service)

Annual Leave: 25 days per year plus public holidays

**Outline of the Role: To provide effective and efficient administrative support to the Diocesan Safeguarding Office and assist in safeguarding training.**

Key Tasks

1. Register applicants for Safeguarding E-Learning Programme.
2. Co-ordinate the production of the safeguarding newsletter and leaflets.
3. Provide training for online DBS Applications and Verification.
4. Coordinate safeguarding training events for parish volunteers, clergy and religious.
5. Assist with the recruitment, selections and induction of parish safeguarding

 representatives.

1. Provide advice and guidance to volunteers and employees about safer recruitment.
2. Process Disclosure and Barring Service Disclosure Applications.
3. Provide quarterly reports relating to DBS compliance.
4. Liaise with organisations subject to umbrella body agreements.
5. Facilitate DBS applications for Diocesan Foundation Governors and provide update

 reports.

1. Issue invoices for external organisations.
2. Facilitate access and/or copy personal safeguarding files for insurers and legal

representatives in accordance with GDPR

13. Answer, screen and transfer inbound phone calls.

14. Open, sort and distribute incoming correspondence.

15. Receive and direct visitors and clients.

16. Maintain electronic and hard copy filing system.

17. Carry out general clerical duties including photocopying and mailing, organising the maintenance of office equipment, updating the Diocesan website and other related duties.

18. Prepare written responses to routine enquiries and resolve general administrative problems raised by the parishes and the Diocese.

19. Prepare and modify documents including correspondence, reports, drafts, and emails.

20. Schedule and coordinate meetings, appointments.

21. Prepare meeting agendas and record, compile, transcribe and distribute minutes of meetings.

22. Attend Diocesan and national administrative staff meetings.

23. Maintain the highest standards of confidentiality appropriate to the sensitive nature of safeguarding work.

General Working Conditions:

1. The job description will be subject to review and may be amended to meet changing needs or circumstances.
2. The post is for 37 hours per week, and occasional weekend and/or evening working may be required.

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| **Attitude/Approach** |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Can cope with challenging material e.g. information about the abuse of children and vulnerable adults, and recognise own limits |  | Application formInterview |
| Is willing to receive supervision and undergo training and development as necessary |  | Application form |
| Understands the importance of respect for others, equality and respect for diversity |  | Interview |
| Is able to work flexibly |  | Interview |
| Is sympathetic to the teaching and practice of the Catholic Church and will uphold the values and principles of safeguarding within the Catholic Church in England and Wales |  | Application form Interview |
| **Knowledge** |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Educated to GCSE Standard with passes at grades A-C in at least 6 subject including Maths and English | Educated to A Level Standard or equivalent | Examination Certificates |
| Is proficient in the use of Microsoft Office applications including Outlook, Word and Excel (as a database) | Experience of supporting others to utilise IT systems | Application formPractical test |
| Can operate office equipment including computer, scanner and photocopier |  | Application form |
| Can carry out clerical and administrative procedures and systems such as filing and record keeping |  | Application form |
| Understands safeguarding responsibilities | Experience of working with children or vulnerable adults | Application formInterview |
| **Information Sharing** |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Understands the need to adhere to all aspects of the Data Protection Act 1998 |  | Interview |
| Can maintain confidentiality  |  |  |
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| **Skills** |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Has clear and concise written and verbal communication skills |  | Application formInterview |
| Has the ability to plan and prioritise work, and work on own initiative without direct supervision |  | Interview |
|  | Has a commitment to lifelong learning particularly developing understanding of work in a safeguarding context | Application form |
| **Physical** |
| **Essential Criteria** | **Desirable Criteria** | **How Identified** |
| Is able to perform all duties and responsibilities in the work location, with reasonable adjustments if necessary (Disability Discrimination Act 1995) |  | Application formInterview |

**Post applied for: Safeguarding Administrator – Maternity Cover**

1. **Personal Information**

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| --- | --- | --- | --- |
| Surname: |  | Forename: |  |
| Address (for correspondence):  |  |
| Telephone: |  | Email: |  |

1. **Most recent employment**

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| --- | --- | --- | --- |
| Employer: |  | Job title: |  |
| Date of appointment: |  |  Date of termination: |  |
| Current Salary: |  | Notice period: |  |
| Please describe the main duties and responsibilities of your current / most recent post: |
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1. **Employment history** (Please give full details of **ALL** previous employment and explain any gaps)

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| --- | --- | --- | --- | --- | --- |
| Name of Employer | Job Title | Main duties | From (Month/Year)  | To(Month/Year)  | Reason for leaving |
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1. **Education and professional qualifications**

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| School/College/University | From (Month/Year)  | To (Month/Year) | Qualification: Date of Award: |
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1. **Statement in support of application (maximum 1000 words)**

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1. **References**

Please give the names and addresses of 3 people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

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| **Present/Most recent employer**  |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| **Second Referee** |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| **Third Referee** |
| Name: |  | Job title: |  |
| Address: Postcode: |   |
|  | Telephone: |  |
| Email: |  |
| Permission to contact the referee prior to interview | YES/NO |

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| **Data Protection** Information given in this application will be controlled under the General Data Protection Regulation and will be used for the purposes of recruitment within the Leeds Diocesan Trust. Should your application be successful, the information will then be used for your personnel records and for payroll purposes. The information provided will be processed both manually and automatically for these purposes. Details of our privacy notice is available at <https://www.dioceseofleeds.org.uk/privacy-notice/>If you object to your details being retained in this way please tick the box **Eligibility to Work in the UK** Evidence will be required for eligibility to work in UK <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf>,**Recruitment of Ex-Offenders**Information regarding the recruitment of offenders<https://www.csas.uk.net/wp/wp-content/uploads/2018/05/Policy-statement-on-the-recruitment-of-ex-offenders.pdf> |

**Declaration**

If you omit information we have requested, we may not be able to consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application, could lead to disciplinary or in some cases, legal action against you.

I declare that the information contained in this form is true and accurate, and understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I understand too, that where appropriate to the post a Standard or Enhanced Disclosure check will be sought in the event of my application being successful.

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| Signature: | Date: |

Closing date 16 May 2019

Please return form to:

Suzanne Mitchell

Safeguarding Coordinator

Safeguarding Office

Hinsley Hall

62 Headingley Lane

Leeds

LS6 2BX