

SAFEGUARDING ADMINISTRATOR

Safeguarding Department

Job Description

Responsible to: The Diocesan Safeguarding Adviser

Context: The Diocesan Safeguarding Team supports parishes and senior clergy to safeguard children and adults who may be at risk of abuse and neglect, and those in abusive relationships, through: immediate response to current and past allegations of abuse and harm, in partnership with statutory agencies; safe recruitment, training and support to voluntary and paid workers with children and adults; and creation of safe environments, through implementation of policies and procedures following the national legal and procedural framework for safeguarding children and adults, and Church of England policy and practice guidance.

Main Purpose: To Support the DSA with implementation of policies and procedures, the maintenance of casework documentation, content management for the safeguarding webpages and administrative support to the Diocesan Safeguarding Team and Diocesan Safeguarding Advisory Board.

Hours: Part Time - 30 hours

Salary:

Terms:

Responsibilities and Purpose:

1. To act as the central link for the DSA and the Safeguarding team, to assist them to plan their workloads to provide an efficient and effective professional service.
2. Act as first point of contact for practically all safeguarding enquiries, screen the safeguarding inbox, phone calls, enquires and requests, handling them directly when appropriate, signposting enquirers to relevant documents, websites, etc.
3. Populate and maintain the Safeguarding website with policies, FAQs, etc.
4. Manage the diary of the DSA. Organise meetings and appointments.
5. Support the DSA in the preparation and distribution of papers relating to formal meetings such as the Diocesan Safeguarding Advisory Panel (DSAP), the Survivor Consultative Group and the Quality Assurance sub-group of the DSAP.

6. Maintain and develop the team's electronic case management system, keep accurate records in consultation with the DSA and safeguarding team; ensure confidentiality and security of documents and information as required. Process confidential documents as required.

Keep and maintain a list of important tasks and deadlines, remind the DSA of approaching deadlines. Maintain a list of deadlines and monitor actions arising from the Safeguarding Strategic Plan and assist the DSA and DSAP Chair to deliver actions on time.

7. Develop and maintain an inventory of National Guidance documents and alert the DSA of any implementation deadlines. Support the DSA in implementing and communicating changes, new guidelines, and legislation.
8. Coordinate the content for the safeguarding newsletter.
9. Project manage the monitoring of implementation of safeguarding procedures in parishes, through the parish self-audit; to include design or selection of an appropriate tool, advising parish officers on use of the tool, annual data entry, collation, and analysis of results from the audit.
10. Work with the training officer and use the case management system to produce reports for the DSA on safeguarding issues and trends.
11. Work with DSA and safeguarding training officer to develop a Safeguarding Training Needs Analysis and a Training Plan, including booking training and setting up venues as appropriate.
12. Devise and maintain a calendar and schedule of training/DBS certification, reminding clergy, officers, etc., when certificates/training expire, and automatically schedule sessions and send reminders to individuals.
13. Manage invoices, check they are correct and ensure they are authorised by the DS and passed for payment as quickly as possible.
14. Act as the DBS administrator for the Blackburn Diocesan Board of Finance and be the single point of contact for parishes on DBS.
15. Support the DSA to gather and professionally redact data in response to Subject Access Requests.
16. Arrange travel and accommodation (limited need)
17. Undertake other tasks as may reasonably be required by the DSA.

Person Specification:

1. Education and Qualifications

A demonstrable use of the English language in written communication and evidence of the ability to manipulate numbers to high standard.

It will be a requirement of the appointment that Safeguarding Training – Basic Awareness, Foundation, Domestic Abuse and Safer Recruitment training is completed along with GDPR training within the probation period.

2. Background and Experience

Proven experience of providing effective secretarial and administrative support to a senior role is desirable.

Knowledge and experience of multi-agency working in a large and complex organisation is desirable.

Good understanding of safeguarding practices within a complex organisation is essential. Knowledge of safeguarding practices within the Church of England, desirable.

3. Skills and Competencies

Exceptional written and oral communication skills.

Skilled at picking up signals/nuances in apparently straightforward enquiries that will require more senior involvement and investigation.

Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages, and to populate websites, and the interest and ability to expand knowledge and use of other software packages, e.g. schedulers.

Good organisational and time management skills, reliability and attention to detail.

Able to research, digest, analyse and present material clearly and concisely.

Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions which have a degree of ambiguity.

A positive approach to work with a confident, professional and approachable manner, excellent interpersonal skills, able to be robust yet polite, exerting influence without authority.

Complete discretion and confidentiality when dealing with sensitive information and conversations.

4. Other

Key Working Relationships:

- Diocesan Safeguarding Adviser
- Chair of Diocesan Safeguarding Advisory Panel
- Safeguarding Team Members
- PA to the Head of HR
- PA to the DS
- PA to the Archdeacons
- PAs to the Bishops of Lancaster and Burnley
- The Bishop of Blackburn's Office

Notes:

The following general principles should be observed:

This role's main place of work will be The Diocesan Office, Walker Office Park, Blackburn.

An understanding of and a commitment in principle to the Church's ministry and mission is essential, including the safeguarding principles contained in 'A Safer Church'.

Some evening and weekend work may be required for which time off in lieu is given subject to policy.

The role is offered based on the role holder having a right to work in the UK.

Employer will be The Blackburn Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. BDBF policies and procedures are directly applicable to the role. BDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities.

SH July 2021
