

<b>Job Title:</b>	Safeguarding Administrator
<b>Reporting to:</b>	Safeguarding Co-ordinator
<b>Day to Day Supervision From:</b>	Safeguarding Support Officer
<b>Location</b>	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

#### **Mission Statement**

**“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”**

#### **Job Summary**

To provide a full administrative support service to the safeguarding section for paid workers, volunteers, clergy, and diocesan organisations across the Archdiocese of Liverpool. Liaising with the safeguarding team members and other identified agencies/personnel to ensure compliance with statutory regulations including the Disclosure and Barring Service (DBS). To promote best practice in relation to the safeguarding of children and vulnerable adults in the Catholic Church.

#### **Main Duties and Responsibilities**

- To process applications commensurate with the Disclosure and Barring Service (DBS) scheme for clergy, paid workers and parish volunteers within the Archdiocese of Liverpool; Religious Life Groups, Religious Orders and other organisations as appropriate to fulfil the organisation's legal responsibilities.
- To provide full quality control for DBS applications including maintaining databases, quality checking parish administration, implementing audit tools, and any other administration requirements.
- To maintain Disclosure and Barring confidential documentation in appropriate formats and ensure records are stored in accordance with all legal mandatory requirements.
- To maintain local and national DBS related databases to ensure compliance with SCCS and DBS mandatory guidance.
- To collaborate with individual parishes to ensure volunteer records are kept up to date and are in compliance with CSSA and DBS mandatory requirements.
- To respond directly to enquiries from the DBS service in relation to quality control.
- To facilitate initial enquiries into the safeguarding section via telephone, email, and face to face contact ensuring accurate information is captured so the individual can access appropriate support.
- To keep the Safeguarding Coordinator fully apprised of all safeguarding matters of concern in a timely manner.
- In the absence of the Safeguarding Coordinator or Safeguarding Support Officer, report any concerns directly to the vicar general with safeguarding responsibilities for the Archdiocese of Liverpool and make referrals to statutory agencies.
- To maintain and update the safeguarding web page on the archdiocesan website and staff intranet ensuring that the most up-to-date safeguarding information and any changes are accessible to stakeholders, staff, general public and any other groups.
- To provide the first point of contact for queries from parishes regarding safeguarding policy and practice.

- To facilitate the administration, planning, preparation and production of materials required for safeguarding events (such as training events, DBS clinics, rep Inductions etc.) including attending and providing support as and when required. This will include off site work in parishes during evenings and weekends.
- To arrange and facilitate DBS support sessions across the archdiocese, aligned orders and other relevant organisations so compliance with DBS requirements can be fulfilled. This will include off site work in parishes during evenings and weekends.
- To actively build up strong working relationships with all staff associated with the safeguarding section and stakeholders including parish priests, heads of departments, archdiocesan employees, parish representatives, religious orders and other diocesan voluntary and statutory agencies both at regional and national level.
- Attend, participate and facilitate, when necessary, in national CSSA administrator meetings.
- To contribute to best national practice through the development of local and national initiatives.
- To effectively manage the existing and incoming work demands to enable maximum efficiency within the department by actively promoting and recommending improvements to current administrative practices at both a local and national level.
- To maintain contemporary records, and archive where appropriate, to ensure that data held is accessible and accurate at all times in accordance with current archdiocesan policy and data protection regulations.
- Attend meetings and take minutes distributing where necessary.

### **Additional Duties**

The role will include occasional evening and weekend work within the parishes.

### **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

### **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

### **Safeguarding**

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Department, has been deemed not to require a Disclosure and Barring Service check.

### **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

## Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

## Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

## General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

**Signed by Employee:** ..... **Date:** .....

Print Name: .....

**Signed by Line Manager:** ..... **Date:** .....

Print Name: .....

<b>Qualifications</b>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>Evidence of good standard of general education</li> </ul>
	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in Administration</li> </ul>
<b>Experience</b>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>Working in a busy office environment</li> <li>Dealing with a broad range of administrative procedures</li> <li>Working in a multi-site organisation <ul style="list-style-type: none"> <li>Working or volunteering in a customer facing role</li> </ul> </li> </ul>
	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Basic safeguarding knowledge and understanding of disclosures and the referral process to statutory agencies</li> </ul>
<b>Skills and Knowledge</b>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>IT Literate with a sound working knowledge and application of Microsoft Word, Excel, Publisher, Outlook,</li> <li>Strong interpersonal skills to be able to communicate with people at all levels/all disciplines</li> <li>Excellent telephone, face to face and written communication skills</li> <li>To be a team player with the ability to develop effective working relationships and also work on own initiative</li> <li>Excellent time management skills with the ability to organise and prioritise your workload to meet deadlines</li> <li>A strong desire to help and assist people</li> </ul> <p>Ability to innovate and continuously improve service and processes</p>
	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Use of Microsoft Teams and SharePoint</li> </ul>
<b>Personal Attributes</b>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>A commitment to the ethos and the mission of the Roman Catholic Church</li> <li>Ability to maintain strict confidentiality and be sensitive to others</li> <li>Resilient and able to deal with criticism and unsolicited feedback</li> <li>Sense of humour <ul style="list-style-type: none"> <li>Ability to travel to different sites across the archdiocese</li> <li>This role requires flexibility, and while the standard working hours are Monday to Friday, you will be required to work evenings and weekends on occasion to support events and meet organisational need. You will be given advance notification of these events and your working week adjusted to accommodate the change.</li> </ul> </li> </ul>

