



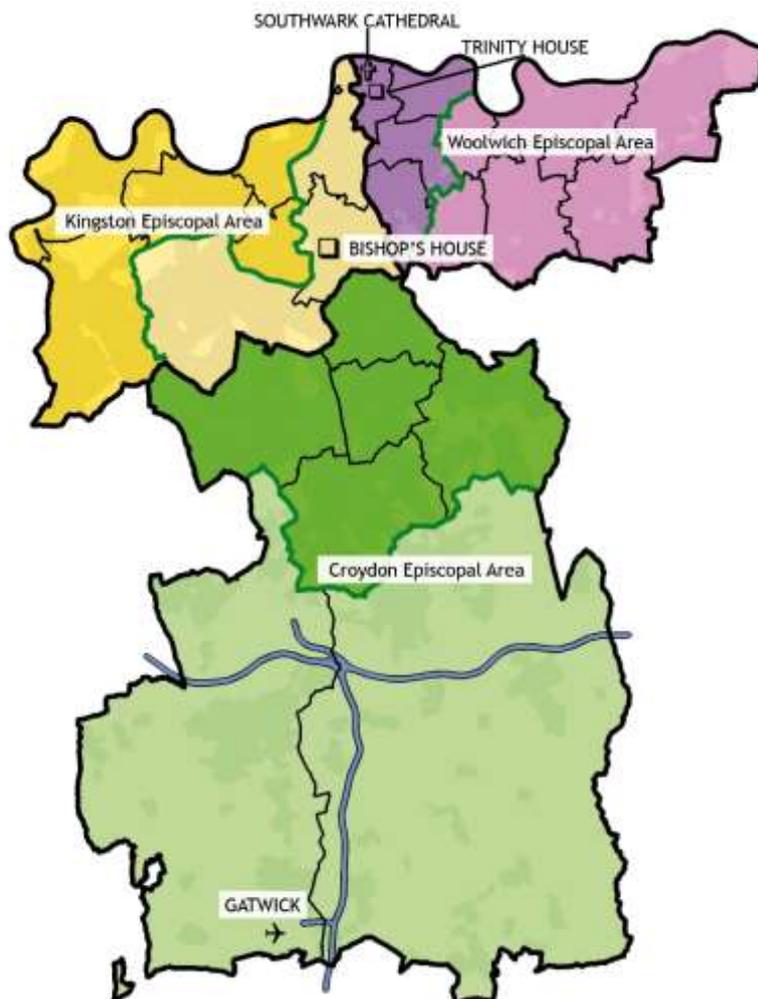
## Diocese of Southwark

### Safeguarding Training Administrator

(Part-time, 17.5 hours per week)

### Information pack

*Closing date: Sunday, 28<sup>th</sup> January 2018*  
*Interviews will take place on: Wednesday, 7<sup>th</sup> February 2018*





The Diocese of  
**Southwark**

## Diocesan Safeguarding Adviser

Kate Singleton

Trinity House  
4 Chapel Court  
Borough High Street  
London SE1 1HW

d 020 7939 9423

s 020 7939 9400

f 020 7939 9468

e [kate.singleton@southwark.anglican.org](mailto:kate.singleton@southwark.anglican.org)

[www.southwark.anglican.org](http://www.southwark.anglican.org)

January 2018

Dear Applicant,

Thank you for your interest in the role of Safeguarding Training and Database Administrator with the Diocese of Southwark. This role reinforces our commitment to ensuring that the work that takes place throughout the Diocese in our churches and in all the related activities is carried out to the highest standards.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and the Diocese. To apply for the role, please visit the Church of England Pathways website on <http://pathways.churchofengland.org/> and search post reference cofe/TP/2997/311. The closing date for this position is Sunday, 28<sup>th</sup> January 2018. Interviews for shortlisted candidates will take place on Wednesday 7<sup>th</sup> February 2018.

If this is a role that excites you and you believe that you have the necessary skills, experience and energy, we would very much like to hear from you.

Yours sincerely,

Kate Singleton  
Diocesan Safeguarding Adviser





## The Diocese of Southwark

### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

Job Title:	<b>Safeguarding Training and Database Administrator</b>
Department:	<b>Safeguarding Department</b>
Reporting To:	<b>Safeguarding Administrator and Diocesan Safeguarding Adviser</b>
Job 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.
Job Purpose:	Support the Diocesan Safeguarding Team on the effective administration of safeguarding training, content management for the safeguarding webpages and administrative support.

## MAIN DUTIES AND RESPONSIBILITIES

### Training

1. To administer all lay and clergy safeguarding training run by the Diocese in line with the Training and Development national Practice Guidance at a range of venues, for over 3000 people, in approximately 90 sessions a year. This includes: producing a deadlines document; sourcing and working with venues; posting courses on Eventbrite and operating as content manager for publicity on the diocesan website.
2. In line with the above, to administer bookings for training courses; copy course materials and respond to emails and queries on training matters. Log entry of all course participants

onto a database to ensure each person has a personal safeguarding training record, and each parish has a safeguarding training profile.

3. Work with the Bishop's office and the Discipleship and Ministry Department to contact licensed and accredited clergy and lay ministers, through mailings and phone calls, to ensure the take-up of safeguarding training required by the Bishop and within the national Training and Development Practice Guidance.
4. Proactive and reactive contact through mailings and phone calls with Parish Safeguarding Officers and other church officers to ensure take-up of safeguarding training required by procedures and the national Training and Development framework.
5. Monitor and report on take up of online Safeguarding courses.
6. Co-ordinate and liaise with voluntary Safeguarding Trainers to organise training rota, ensure training materials are provided for each session and keep an updated contact list of trainers.
7. Write regular item on Training for the Safeguarding Newsletter.

#### **General Administrative Support**

8. Work with IT to produce reports for the Diocesan Safeguarding Adviser on safeguarding training issues and trends, and annual statistics represented in charts and graphs for inclusion in the annual safeguarding review.
9. Support the Safeguarding Team in the introduction and maintenance of the casework management database as directed by the Safeguarding Administrator.
10. Content managing Safeguarding pages of Diocesan website.
11. To ensure cover of the administration and logging of DBS checks within the Diocese when safeguarding administrator is not available/on leave.
12. Support the safeguarding team with other tasks and projects as identified by the Safeguarding Administrator or Diocesan Safeguarding Adviser.



## The Diocese of Southwark

### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

## Person Specification

- Be in sympathy with the aims and objectives of the Church of England
- Have good clear communication skills in spoken and written English, in particular a friendly and sensitive telephone and email manner
- Be computer literate in Outlook, Word and Excel
- Be able to content manage webpages, including the content management of external websites (Eventbrite, Survey Monkey)
- Skilled in publicity and laying out documents clearly and attractively
- High level of ICT and database skills, in particular the ability to input data accurately and extract reports as required
- Be able to plan ahead and anticipate
- Be able to compartmentalise work and yet be flexible
- Be able to prioritise
- Ability to work unsupervised and project manage specified areas of work, but with discernment to know when to refer to Officers
- Understanding and assurance of absolute confidentiality in relation to records held in safeguarding files and database
- Ability to design online surveys (desirable)

### Our Values

Effective Stewardship of resources  
Respect for all

Collaborative Team Working  
Transparent Accountability



**DIOCESE OF SOUTHWARK**  
**Safeguarding Administrator**  
(Part-time, 17.5 hours per week)

**Outline terms and conditions**

**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Normal Place of Work**

Your normal place of work will be Trinity House.

**Salary**

The salary for this position is £26,000 per annum, inclusive of London Weighting, pro rata dependent on previous experience. (£13,000 inclusive of London Weighting for 17.5 hours per week)

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

Monday to Friday, 17.5 hours per week. Pattern of work to be agreed with the line manager.

**Holiday Entitlement**

You will receive 26 days annual leave per annum (pro rata), increasing to 31 days on completion of 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays (pro rata). The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

## **Pension**

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period a week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## **Ineligibility for Election**

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

## Background Information to the Diocese of Southwark

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The Diocese of Southwark serves the southern part of London - the most diverse city in the world - and a significant part of Surrey. It includes most of London south of the River Thames from Surbiton in the west to Thamesmead in the east, and extends south through Croydon to the rural villages of East Surrey and on to Gatwick Airport on the Sussex border.

With a population of nearly 2.7 million in an area of 317 square miles Southwark is both the third most populous Diocese in England and also one of the smallest in area, with an average density of 8,574 people per square mile. The Diocese covers 25 Parliamentary Constituencies, 16 London Boroughs, two boroughs in the County of Surrey and part of a third. It includes every type of community: affluent stockbroker belt, massive suburban sprawl, riverside gentrification and some of the most deprived wards in the country. Seeking to worship, serve and bear witness to God's love in Christ in this dynamic environment presents exciting opportunities and challenges for clergy and laity alike.



The Diocese of Southwark is one of the 42 dioceses of the Church of England. It is a large, complex diocese comprising most of Greater London south of the Thames, together with the eastern third of the county of Surrey. The Diocese has around 300 parishes with nearly 400 churches, served by 500 clergy ministering to approximately 2,500,000 people. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.



The Bishop of Southwark is in overall charge of the Diocese. You will find a statistical profile of the Diocese at Appendix 1.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These have been known under the banner of 'Lead, Enable, Serve', and are summarised in the table on the next page.

## **Trinity House and the Area Offices**

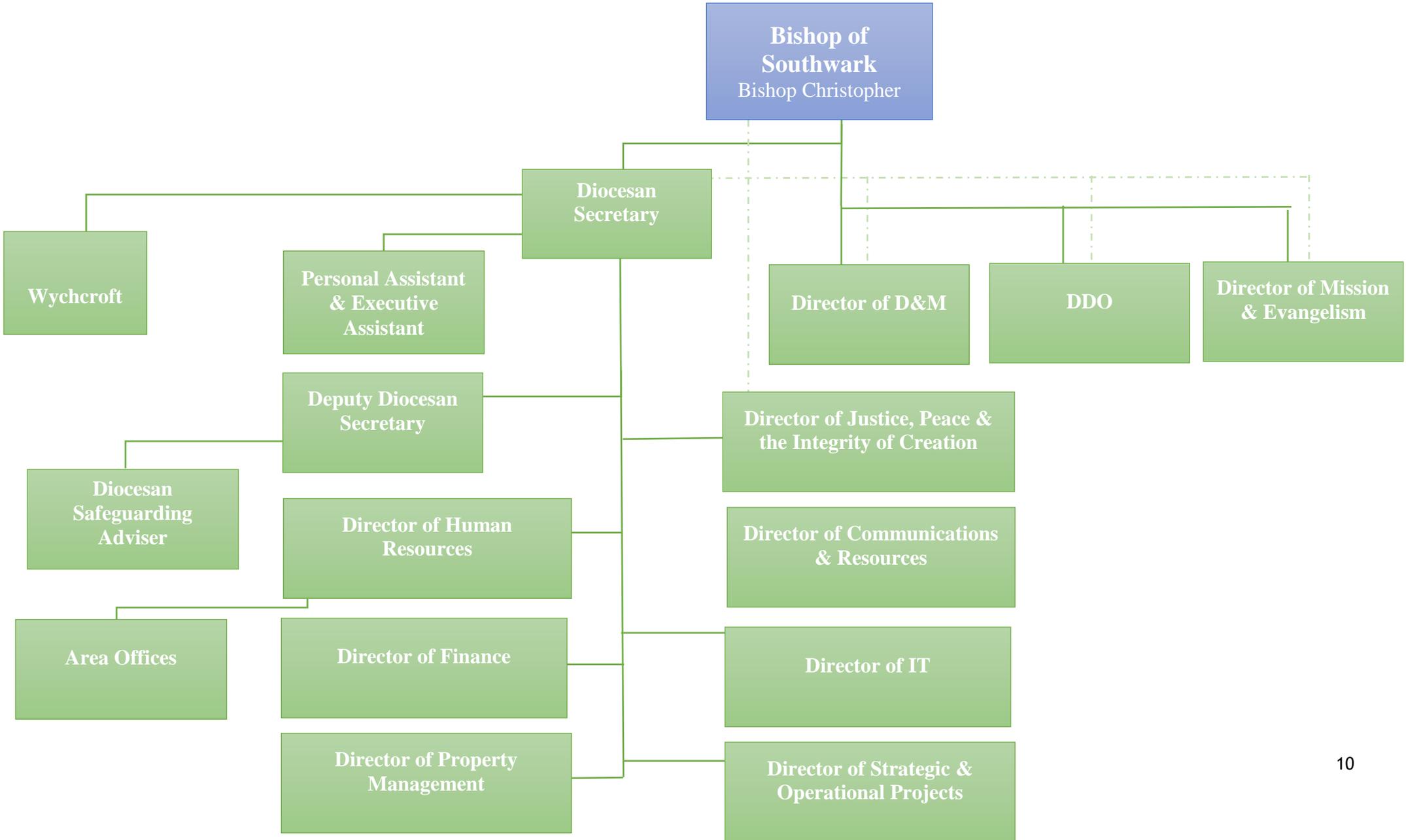
Trinity House houses the Diocesan Office where most of the administrative staff of the Diocese are based under the overall direction of the Diocesan Secretary. Other divisions, including Ministry and Training, are also housed in Trinity House which is just off Borough High Street, within a quarter of a mile of Southwark Cathedral. The Diocesan Office divides into 6 separate areas:-

- 1) Finance
- 2) IT and Office Services
- 3) Property
- 4) Pastoral/Diocesan Advisory Committee (DAC)
- 5) Communications and Resources
- 6) The Secretariat

**(See Appendix 2 - Organisational Chart)**

# Diocese of Southwark

## Summary Organisational Chart



# Diocese of Southwark Safeguarding Department

