

JOB DESCRIPTION

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JOB TITLE:	Safeguarding Team Administrator
SALARY:	£18,000 pro rata
RESPONSIBLE TO:	Diocesan Safeguarding Adviser
CONTRACTUAL STATUS:	30 hours per week over 5 days Permanent
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> • Deputy Diocesan Safeguarding Advisor, Safeguarding Training and Caseworkers, Support and Wellbeing Officer; • Diocesan Ministry Team Lead Administrator • Archdeacons' Office, Bishop's Office and Diocesan Secretary's Office; • External Safeguarding agencies including Local Authorities, Police and Probation Service; • Other Dioceses' Safeguarding Departments.
MAIN LOCATION:	Edward King House, Lincoln
HOURS OF WORK:	30 hours per week over 5 days Monday to Friday
JOB SUMMARY:	To provide an efficient and proactive administrative and business support service to the diocesan safeguarding team. This will include working to data protection regulations and financial controls, working to tight deadlines and most importantly dealing with highly sensitive and confidential matters which often relate to issues of harm and abuse.
KEY DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • To be the first point of contact for those contacting the safeguarding team. This will mean handling telephone and in person callers, sensitively and with compassion and respect for confidentiality guidelines. • To pass on confidential information to caseworkers within the team in line with best practice guidance and to make appropriate records. • To manage and co-ordinate the Safeguarding Team's electronic diaries and to ensure the accuracy of the information recorded in it. To book rooms where necessary.

**KEY DUTIES AND
RESPONSIBILITIES
continued:**

- To ensure that the Safeguarding Team has all necessary paperwork and information in advance of meetings and engagements, liaising with any other members of the team, diocesan staff, external people and organisations as necessary.
- To monitor specific email accounts, noting any major issues that a team member is dealing with so as to be well informed in the case of telephone or email enquiries, taking the initiative to re-direct enquiries or to obtain further information, and acting appropriately on any administrative matters that arise.
- Maintain budget sheets and work within diocesan policy to raise purchase orders and support the Safeguarding Departments management of their budgets.
- Track and chase any outstanding paperwork for meetings, training programmes.
- To develop and maintain good working relationships with those who work within and externally of the diocese in relation to safeguarding.
- To develop and maintain good inter-departmental working relationships especially with The Archdeacons' Office, Bishop's Office and Diocesan Secretary's Office. The Diocesan Mission Team and all Diocesan Officers.
- To maintain effective and comprehensive filing systems in compliance with the Data Protection Act.
- To contribute to the development of annual safeguarding training plans
- Contribute to the development, implementation and delivery of a system that can record personal training records
- To ensure that a system for monitoring the uptake of mandatory safeguarding training is kept up to date

KEY DUTIES AND RESPONSIBILITIES
continued:

- Creating, collating, producing and distributing; correspondence, reports, presentations, audits and newsletters, training course materials and a range of other documents and materials as required to meet quality standards and deadlines.
- Servicing the safeguarding committee, safeguarding meetings and diocesan led training and development events. This may include booking and preparing venues, organising equipment and catering; liaising with speakers, delegates, trainees and other attendees; production, collation and distribution of agendas and supporting materials; attending and assisting with organisation on the day as required; taking notes and producing draft minutes; organising and distributing any follow up materials for both meetings and training events.
- Setting up and developing administrative systems, processes and procedures as is required to maintain accurate, up-to-date, secure manual and computerised information storage and retrieval systems including:
 - Timely and accurate data entry.
 - Creating and maintaining files to support the smooth running of the safeguarding team and its decision making and planning processes.
 - Collection, collation, manipulation and analysis of data using spreadsheets, databases and other tools.
 - Producing management information, reports and statistical returns in required formats.

General responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.

The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to assist in the opening and handling of incoming post.

The post holder may be required to handle cash.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.



PERSON SPECIFICATION

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CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS & SKILLS	<p>Level two qualification in business administration, and/or four GCSE's A*-C including English and Maths, or equivalent</p> <p>Organised and methodical approach to administration and record keeping</p> <p>Good working knowledge of Microsoft Office (Word, Excel and Outlook in particular)</p> <p>Excellent written and verbal communication skills</p>		<p>Certificates/AF</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p>
EXPERIENCE	<p>Genuine interest and experience of working within a busy administration role</p> <p>Accurate Data Entry and Analysis</p> <p>Organising and servicing meetings including taking notes and draft minutes</p> <p>Diary Management</p>	<p>Experience of working within an organisation with a safeguarding focus (e.g. social services, education, health, police)</p> <p>Experience of writing reports and presenting information</p> <p>Understanding of relevant legislation and compliance including the Data Protection Act</p>	<p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>I</p> <p>I</p>

KEY COMPETENCIES			
	Confidentiality		
	Planning and control		
	Team working		
	Attention to detail		
	Strong interpersonal skills and relationship management		
	Communication		
	Time management		
	Personal resilience in dealing with people in distress and distressing information relating to situations of abuse		
	Reliable and discreet when handling sensitive information		
	Ability to assimilate and express concepts accurately and succinctly, both verbally and on paper		