

ROLE PROFILE FOR Regional Safeguarding Team Administrator

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Church of England is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church's aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is – something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. Most of the safeguarding work is carried out locally within the 42 dioceses and cathedrals in England. This work is supported centrally by a National Safeguarding Team (NST).

Every diocese employs a Diocesan Safeguarding Officer (DSO)*. Many also employ Assistant Diocesan Safeguarding Officers (ADSOs). DSOs take the lead on safeguarding matters for the diocese – particularly the management of allegations of abuse by Church Officers**. Some cathedrals employ a Cathedral Safeguarding Officer (CSO) or have an agreement with their diocese for the DSO to take the lead on safeguarding operational matters.

In response to the Independent Inquiry into Child Sexual Abuse (IICSA) in the Anglican Church, published in October 2020, a regional model was piloted as a means of delivering Recommendation 1. Since the pilot concluded in March 2024, approval has been granted to implement the model across England and this work will begin from September 2024. Recruitment to these additional Regional Safeguarding Lead posts will enable the National Safeguarding Team to deliver IICSA Recommendation 1.

*We are in the process of changing the role of Diocesan Safeguarding Advisor to Diocesan Safeguarding Officer. References in other documents to Diocesan Safeguarding Advisors can be interpreted to mean Diocesan Safeguarding Officers.

**A Church Officer is anyone appointed/elected by or on behalf of the church to a post or role, whether they are ordained or lay, paid or unpaid.

What you'll be doing

The purpose of this role is to support the Regional Safeguarding Team to deliver a high quality and consistent service to all dioceses and cathedrals in England. You will manage operational matters for the regional safeguarding team and facilitate the smooth running of regional safeguarding networks.

MAIN DUTIES AND RESPONSIBILITIES

1. Administration

- Coordinating and supporting meetings and events, including agenda preparation, event invitations and minutes
- Providing administration for financial processes, including setting up new suppliers, processing invoices and honorarium payments
- Working with the budget holder on the administration for the regional safeguarding network development budget
- Implement and maintain appropriate systems to enable effective planning and delivery of team activities
- Coordinating recruitment and induction processes
- Booking travel and accommodation for non-staff

2. Communications and engagement

- Maintaining channels of communication including newsletters and website pages such as SharePoint to ensure copy and materials are current and accessible to relevant audiences
- Monitoring team inbox/es, triaging and responding to queries or referring matters as appropriate
- Presenting information in a range of formats to allow easy accessibility and understanding

3. Administration

- Recording actions and tracking progress, following up as necessary
- Recording decisions
- Collating and circulating agendas and papers
- Taking notes and minutes for the regional safeguarding lead team days
- Managing documents and data, including confidentiality, version control and storage
- Implement and maintain appropriate systems to enable effective planning and delivery of team activities
- Collate and monitor regional data and identify themes arising

4. Data management

- Develop systems to collect and monitor regional data and identify themes to assist in regional reporting
- Maintaining up-to-date regional contact information and distribution lists
- Creating and distributing surveys to gather required information, collating and analysing the submissions
- Maintain systems to capture actions and decisions, and monitor progress and following up as necessary
- Managing documents and data including confidentiality, version control and storage

5. Other

- Coordinating with colleagues in the Business Support Team to ensure effective and consistent business support is provided to the team
- Maintain up-to-date knowledge of activities across the National Safeguarding Team and wider National Church Institutions to minimise clashes

- Coordinating recruitment and induction processes for the Regional Safeguarding Team
- Ad-hoc tasks as required by the Regional Safeguarding Team

Some travel will be required for team meetings and other relevant events.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Experience of diary, meeting and event administration
- Experience providing administrative support to a team operating nationally
- Experience of triaging and responding to communications of a sensitive nature
- Experience producing newsletters and/or maintaining website pages

Skills & Abilities:

- Highly IT literate and proficient with common applications such as Microsoft Teams, Word, Excel, Outlook and PowerPoint as well as web-based applications (such as Asana, Zoom, SmartSurvey) and ability to learn new software quickly
- Highly organised, proactive and able to plan ahead
- Accurate, with an eye for detail
- Able to analyse data and identify key themes
- Excellent verbal and written communication skills for a range of stakeholders
- Able to build and maintain effective relationships with a range of stakeholders, including those who are survivors of abuse.
- Able to work tactfully, sensitively and flexibly under pressure

Personal Attributes:

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- Strong personal initiative and time management
- Problem-solving approach to work
- Team player
- Commitment to contributing to the protection of children and vulnerable adults
- Empathy for the mission of the Church of England

Qualifications & Training:

- A levels or equivalent relevant experience

Desirable

- Experience in data analysis and reporting
- Experience in a setting focused on children and vulnerable adults
- Knowledge of safeguarding
- Experience working on internal and external communications, such as newsletters and websites

Vacancy Summary

JOB TITLE:	Regional Safeguarding Team Administrator
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 6 Standard Point
SALARY:	£34,801
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid options available
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE: 12 months	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8104172
COST CODE:	22392
PARENT POSITION:	Regional Safeguarding Manager