

Job Title	Audit Administrator
Reports to	Safer Churches Programme Manager
Team	Safeguarding
Department	People
Location	London Diocesan House (3 days) and St Pauls Cathedral (1 day)
Contract type	Fixed Term, Part Time (28 hours)
Job Grade	H
Requirements	Basic DBS required.

Job Purpose This role requires a highly organised individual to assist with the preparation and management of safeguarding documentation, ensuring it is accurately collated, stored, and uploaded to the 360-audit platform in preparation for the upcoming 2025 Church of England Independent Safeguarding Audit of the Diocese of London and St Paul’s Cathedral. The post-holder will provide general administrative support to the Diocese of London Safer Churches Project Coordinator and the St Paul’s Cathedral Safeguarding Officer to ensure the smooth preparation for the audit.

About the London Diocese Fund (LDF) and the Diocese of London The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.
The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.

Our Mission, Values, Ambitions and Priorities **Mission:** *For every Londoner to encounter the love of God in Christ.*
Ambitions: *Confident Disciples, Compassionate Communities, Creative Growth.*
Priorities: *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

Equality, Diversity, and Inclusion Statement The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Safeguarding Statement

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	NA
Budget responsibilities	NA
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none">• LDF employees, clergy and members of diocesan community.• All members of the safeguarding team.• Service providers.

Job Responsibilities

Administrative support for meetings

- Provide administrative support for the Safeguarding Leadership Team.
- Produce high quality accurate minutes of team meetings and ensure they run smoothly.

Administrative support for safeguarding activity

- Provide comprehensive administrative support to the Safer Churches Programme Manager and St Paul’s Cathedral Safeguarding Officer.
- Work within national and diocesan safer churches policy and procedures as defined in the safer churches programme of work.
- Support the Safeguarding Advisors with safeguarding agreements and risk assessments as required.
- Ensure all documents are appropriately filed digitally in line with organizational protocols
- Coordinate meetings related to the safeguarding audit, including booking meeting rooms etc.
- Provide updates to the Safer Churches Programme Manager and St Paul’s Cathedral Safeguarding Officer on audit preparation progress.

- Work with the Safer Churches Programme Manager to provide performance data to assist the regular reporting management information.
- Provide administrative support for Disclosure and Baring Service checks.

Data Management:

- Upload and categorize all relevant audit documentation onto the 360-audit platform.
- Regularly review and update the 360-audit platform to ensure that all data is accurate and up-to-date.
- Track outstanding documentation and follow up with relevant stakeholders to meet submission deadlines.
- Assist in the preparation of audit materials, including summaries, logs, and reports.

Support During Audit Week:

- Be present on-site during the audit week to provide immediate administrative and logistical support.
- Ensure that auditors have access to required documentation and facilities.
- Respond to ad hoc requests from auditors and the safeguarding team promptly and efficiently.

General administrative support

- Ensure confidentiality in line with GDPR.
- Undertake any other duties that are commensurate with the role.

Compliance and Confidentiality:

- Maintain strict confidentiality of sensitive information and ensure all data is handled in compliance with GDPR and safeguarding policies.
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Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	<i>Education and experience</i>		
	Previous administrative experience		X
	Experience in the undertaking of routine and time-bound tasks	X	
	Experience of working in a value-based organisation		X
	Proven experience in an administrative role, preferably within a safeguarding, compliance, or audit environment.	X	
	Understanding of safeguarding principles, policies, and best practices.		X
	Familiarity with audit preparation and review processes.		X
	Experience using online document management and reporting tools.		X
	Educated to GCSE or equivalent standard	X	
	<i>Knowledge and skills</i>		
	IT proficiency (MS Office suite)	X	
	Excellent written and verbal communication skills, with the ability to produce clear and concise documentation.	X	
	Strong organizational and time-management skills with a keen eye for detail.	X	
	Fluency in spoken English and ability to write clearly in English.	X	

Ability to work with sensitive and confidential information while maintaining discretion and professionalism.	X	
Ability to handle people sensitively	X	
Proficiency in using data management systems and platforms (e.g., 360 platforms, Microsoft Office Suite, Excel).	X	
Demonstrated ability to work collaboratively within a team and independently to meet deadlines.	X	
Ability to take comprehensive notes and prepare accurate minutes	X	
Other requirements		
Empathetic to the mission and values of the Church of England	X	
Right to work in the UK	X	
Basic DBS Check	X	

Person Specification – Competencies and Behaviours	
Focus on Self	Shows commitment to working and maintains motivation when tasks become difficult
	Receives and responds professionally to constructive advice
	Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
	Offers opinions and works through challenges constructively. Does not give up when faced with obstacles. Displays an optimistic approach to work
Focus on Others	Writes in a way that is logical and easy to follow and demonstrates attention to detail
	Works well with others, building positive relationships with internal and external stakeholders.
Focus on Team	Actively supports change. Recognises barriers to change
	Performs all duties in a safe manner, ensuring the safety and well-being of self and others; Identifies and follows safe work practices
	Understands, takes actions to address and supports other in safeguarding and safer churches policy and procedure
Focus on Service	Plans and coordinates allocated activities; prioritises own work activities on a regular basis to achieve set service delivery goals
	Completes tasks within requirements; takes responsibility and is accountable for own actions in line with LDF policies and procedures
Aligns with strategy	Adopts improvements and innovations; contributes to discussions shares ideas about ways to improve work tasks and solve problems

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.