

Job Title	Safeguarding Administrator
Reports to	Safer Churches Programme Manager
Team	Safeguarding
Department	People
Location	London Diocesan House, Pimlico (minimum 3 days working in office)
Contract type	Permanent, full-time (35 hours)
Job Grade	H

Job Purpose	The Safeguarding Administrator provides comprehensive administrative support for meetings and safeguarding activities to aid the smooth running of the safeguarding team. This role ensure that the safeguarding team provides a professional and friendly service to parishes within the Diocese of London, and to the London Diocesan Fund.
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About the London Diocese Fund (LDF) and the Diocese of London	<p>The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.</p> <p>The LDF is the employment body and the central team that serves and supports the Diocese of London.</p>
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Our Mission, Values, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Values: <i>Creative, Together, Thriving, Respectful</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <i>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.</i></p>
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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.
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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

- Work with the Safer Churches Programme Manager to provide day to day administrative support, working closely to ensure functions run smoothly.
- 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.
- Provide effective administrative support, maintaining standards as required by the Diocese.
- 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.

Training administration

- Provide administrative support to ensure the smooth running of the safeguarding training programme.
- Support trainers' timely preparation, pre and post training.
- Co-ordinate the evaluation process to assess trainer performance and impact on learning.
- Manage safeguarding training inbox.
- Work closely with colleagues in the Area Offices to keep licensed clergy and lay ministers training kept up to date.

General administrative support

- Ensure confidentiality in line with GDPR.
- Process Invoices and annual subscriptions in a timely way and maintain tracking spreadsheet.
- Update contact details of local authorities, LADO's and statutory agencies covering the diocesan area.
- Undertake any other duties that are commensurate with the role.

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
	Educated to GCSE or equivalent standard	X	
	<i>Knowledge and skills</i>		
	IT proficiency (MS Office suite)	X	
	Fluency in spoken English and ability to write clearly in English.	X	
Ability to handle people sensitively	X		
Ability to take comprehensive notes and prepare accurate minutes	X		
<i>Other requirements</i>			
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 proactively as required with colleagues and individuals outside the LDF
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

