

Diocese of Chester
Safeguarding Administrator – Service Delivery

Full Time – 35 hours per week, including some evenings and weekends

Salary: £24,780 - £25,415, depending upon skills and experience

The Diocese of Chester is seeking to recruit an experienced administrator to support the Safeguarding Service Delivery Manager in the delivery of training, safeguarding dashboard delivery and developing Parish Safeguarding Officers support network.

The successful candidate will have proven administrative competence, excellent interpersonal and organisational skills. They will be able to work independently in handling a diverse workload and in keeping to deadlines.

You will be based at Church House, Daresbury Business Park, Daresbury WA4 4GE with the option to work up to 40% at home.

The job description, person specification and application form can be downloaded from the Diocesan website: <https://www.chester.anglican.org/support-services/job-vacancies/other-vacancies/>

Completed application forms should be returned to Mrs E A Geddes, Diocesan Director of Human Resources, preferably by email to liz.geddes@chester.anglican.org or by post to Church House, 5500 Daresbury Park, Warrington, WA4 4GE.

Closing date: 7th April 2024

Interviews: 19th April 2024

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