

Safeguarding Administrator – Service Delivery: Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<p>A good general standard of education to degree level or equivalent experience</p> <p>Can exercise common sense</p>	
Experience and skills	<p>Literate and numerate, with proven administrative and organisational skills</p> <p>Competence in the use of Microsoft Office, including use of Excel</p> <p>IT literate: able accurately and effectively to handle word processing, email and editing of websites</p> <p>High level of competence with office systems: able accurately to develop and maintain an extensive filing system and reliably retrieve documents (both paper & electronic)</p> <p>Ability to prepare and produce high quality documents</p> <p>Efficient with administration</p> <p>Able to work independently in handling a diverse workload and in keeping to deadlines</p> <p>Strong verbal communications skills and ability to produce clear written records and reports;</p>	<p>Knowledge of Church of England policies and processes in relation to safeguarding</p> <p>An understanding of the Church of England/parish system and the wider organisation of the diocese</p> <p>Experience of working with volunteers.</p>

Personal Qualities	<p>Ability to interact tactfully and sensitively with people</p> <p>Excellent communication skills (verbal and written)</p> <p>Ability to work proactively on own initiative</p> <p>Ability to work collaboratively as part of a team</p> <p>Good organisational and time management skills to manage a busy workload</p> <p>Ability to maintain complete confidentiality</p> <p>Resilience under pressure and a calm, compassionate and confident manner</p> <p>Friendly and approachable demeanour</p> <p>Ability to work flexibly</p> <p>In sympathy with the aims and objectives of the Church of England</p> <p>A person of integrity</p>	Evidence of continued learning
General	Full driving licence and access to a car.	

March 2024