



DIOCESE OF **Hexham & Newcastle**



Application Pack

Senior Administrator

Department for Safeguarding



Who are we?

- We are 141 separate Parish Communities, grouped together into 18 Partnerships, within 5 geographical Episcopal Areas
- With an area of 8722 km² our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 214,257
- We have 128 Primary, 2 Infant, 2 Junior, 3 First, 1 Middle, and 20 Secondary Schools, with 54,190 pupils
- All 156 schools will be within 4 Catholic Education Trusts by Autumn 2022

Diocesan Vision: Inspired by the Risen Christ, we aim to be a church where communities of faith flourish, members accept co-responsibility for the building of God's Kingdom, enabling all to live life to the full.

Diocesan Mission: A welcoming, worshipping people of God, sharing the Good News, growing as Disciples of Jesus in faith, and living in loving service of others.

Diocesan Values:

Integrity | Respect | Trust | Service | Compassion

Diocesan Objectives

The Diocese will ensure the:

- Dynamic growth and renewal of the Church through our Partnerships
- Building of God's Kingdom in community and public life
- Sustainability and resourcing of the Diocesan mission and ministry

Job Description

To provide office management and general administration for the Department for Safeguarding, including managing the Disclosure and Barring Service (DBS) application process.

What will your duties and responsibilities be?

- Provide high level administration support and office management for the Department for Safeguarding including answering telephone and email enquiries
- Manage the Disclosure and Barring Service (DBS) application process for the department, including counter-signatory, to ensure they are processed quickly and accurately. This will include all applications from organisations who have an umbrella body agreement with Catholic Safeguarding Standards Agency (CSSA)
- Manage the day to day work of the department's Administrators
- Provide training for Parish Safeguarding Representatives in relation to DBS processing
- Update the CSSA national database and local safeguarding records
- Oversee the management and monitoring of the national E-Learning programmes
- Maintain filing systems, including shredding old documents in accordance with GDPR legislation and CSSA retention policies

- Arrange events and meetings, including booking suitable venues, setting up rooms etc, distribution of pre read materials and managing invitees
- Welcome and provide hospitality to visitors and callers
- Minute taking
- Attend training courses and national meetings as required
- Assist with the production and distribution of safeguarding training materials, publicity materials, fliers and newsletters
- Liaise with the Department for Finance for invoice payments and requests
- Oversee the departmental stationery and resource requirements, complying with the diocesan ordering policies
- Maintain and promote good relationships among all who are associated with the work of the Diocese

What skills and experience do you need to apply?

You must have:

- A good level of general education, including GCSEs A*-C/L5+ in Mathematics and English
- Excellent IT skills, including Microsoft Word, Excel and PowerPoint
- Experience of leading and managing a team but also the ability to work co-operatively with others to complete tasks and implement process improvements
- Strong experience in general office administration
- Strong organisational skills and time management skills, with the ability to multi-task, plan and prioritise in a busy working environment
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- The ability to stay calm when under pressure, and be proactive and logical
- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- A good sense of responsibility, be punctual and reliable
- Accuracy and attention to detail, particularly in the written form
- A willingness and availability to work flexible hours when required
- A Driving Licence and access to a car and willingness to travel occasionally to locations within the Diocese
- A willingness to work flexible hours including evenings and weekends

It will be good, but not essential, if you also have:

- An understanding of the dynamics of safeguarding
- Experience of working within safeguarding
- Experience of working within a Church or Charity setting

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.

What will we offer you?

- Salary: £25,194pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Hours: Full-time – generally Monday to Friday 8.30am – 4.30pm, with occasional evening and weekend work

- Contract: Permanent – subject to satisfactory probationary period
- Location: St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.

How can you apply?

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Meriel Anderson, Acting Safeguarding Co-ordinator, by email meriel.anderson@diocesehn.org.uk or telephone 0747 2068014.

Critical dates:

Deadline for applications: 23 March 2022

Start date: ASAP

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website www.diocesehn.org.uk

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