



DIOCESE OF **Hexham & Newcastle**



Application Pack

**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 km<sup>2</sup> 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

### **Job Description**

To provide general administration in the Department for Safeguarding which involves a high level of confidentiality and integrity.

### **What will your duties and responsibilities be?**

- Accurately process Disclosure and Barring Service (DBS) applications and other safer recruitment forms. This includes applications from organisations that have an umbrella body agreement with the Catholic Safeguarding Standards Agency (CSSA)
- Provide high level administration support for the Department for Safeguarding including answering telephone and email enquiries
- Cascade training for Parish Safeguarding Representatives in relation to DBS processing
- Update the CSSA national database and local safeguarding records
- Assist with the management and monitoring of the national E-Learning programmes, including registration of new users
- Maintain filing systems, including shredding old documents in accordance with data protection legislation, and CSSA and DBS policies for the safe storage and retention of safeguarding documents
- Assist with the production and distribution of safeguarding training materials, publicity materials, fliers and newsletters
- Assist with the arrangements for conferences, courses and meetings, including booking suitable venues, negotiating costs, liaising with speakers, setting up rooms etc.
- Welcome and provide hospitality to visitors and callers
- Minute taking
- Attend training courses as required
- Liaise with the Department for Finance for invoice payments and requests
- Assist with the departmental stationary 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
- The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

## 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
- Strong experience in general office administration
- A professional approach with good 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

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

- Experience of processing DBS applications
- 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: £23,068 pa 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](mailto:human.resources@diocesehn.org.uk)

## Critical dates:

Deadline for applications: 9 November 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

**Safeguarding**

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

**Diocesan Values:**

Integrity | Respect | Trust | Service | Compassion

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977