



DIOCESE OF **Hexham & Newcastle**

Administrator

Department for Safeguarding



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



ADMINISTRATOR

Job Description

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

Duties and Responsibilities

- 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



Personal Specification

Essential Criteria

You must have:

- A good level of general education, including GCSEs A*-C/L5+ in Mathematics and English
- Excellent IT skills, including Microsoft Word and Excel
- 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

Desirable Criteria

It will be good, but not essential, if you also have experience of processing DBS applications

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



PAY AND CONDITIONS

Salary

£25,194 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, generally 8.30am to 4.30pm

Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

APPLICATION PROCESS

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 Paul Brown, Senior Administrator by email paul.brown@diocesehn.org.uk or telephone 0191 2433305. For further information on the Diocese of Hexham and Newcastle and the Department for Safeguarding visit www.diocesehn.org.uk

Deadline for applications: 5 June 2023



OTHER INFORMATION

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.

Data Protection

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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