



DIOCESE OF **Hexham & Newcastle**

# **Senior Administrator**

**Department for Safeguarding**



**Candidate Pack**

# INTRODUCTION

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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



# SENIOR ADMINISTRATOR

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## Job Description

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

## Duties and Responsibilities

- 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)
- Undertake full line management duties for 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 data protection 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



# 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, 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

## Desirable Criteria

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

- An understanding of the dynamics of safeguarding
- Experience of working within safeguarding

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

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## Salary

£28,899 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

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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)

If you would like to discuss the role, please contact Ian Colling, Safeguarding Advisor by email [ian.colling@diocesehn.org.uk](mailto:ian.colling@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](http://www.diocesehn.org.uk)

Deadline for applications: 5 June 2023



# OTHER INFORMATION

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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](http://www.diocesehn.org.uk)

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