



DIOCESE OF **Hexham & Newcastle**



**Application Pack
Safeguarding Administrator
December 2025**

A Warm Welcome from our Acting Head of Safeguarding

Dear Candidate,

Thank you for your interest in the role of Safeguarding Administrator within the Catholic Diocese of Hexham and Newcastle. We are delighted that you are considering joining us to be part of the Safeguarding Team.

The position presents a wonderful opportunity to make a meaningful contribution to the continual enhancement and assurance of effective safeguarding throughout the diocese. You will work within a small, highly motivated and dedicated team responsible for delivering support to the clergy and volunteers in our parishes.

Working under the supervision of the Senior Safeguarding Administrator, you will collaborate extensively with our Parish Safeguarding Representatives and Priests to ensure they are maintaining the highest standards of safeguarding in their churches.

We are looking for a highly motivated and experienced individual who shares our commitment to excellence. In return, we offer the opportunity to work in a supportive and purpose driven environment, and to develop professionally within a team that values both skill and vocation.

Best wishes

Andrew

Andrew Grant
Acting Head of Safeguarding

Greetings from our Head of HR

On behalf of the Diocese of Hexham and Newcastle, I would like to extend my own personal welcome and to thank you for interest in the role of Safeguarding Administrator.

As the Head of Human Resources, I am delighted to be supporting Andrew Grant, Acting Head of Safeguarding, to recruit for this position within the Safeguarding Team. I believe that this is a great opportunity to join a wonderful team.



I am exceptionally passionate about equality of opportunity, diversity and inclusion and as such we will make reasonable adjustments for any person requiring support in this regard and in doing so, if you need to submit your application in another format, please contact my Human Resources Business Partner, Bernadette on bernadette.aquino@diocesehn.org.uk

Lastly on behalf of Andrew and all of us at the Diocese of Hexham and Newcastle, we look forward to receiving your application.

Best wishes and warm regards,

Annie

Annie Leaver

Head of Human Resources

The Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south.

In 2025 five Deanery Areas were established consisting of 129 separate Parish communities, grouped together into 18 Partnerships. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Our Values

Our Values are very important to us, guiding our work and our actions, whilst our Culture Canvas provides us with a framework to which we are all committed enabling delivery on our Vision and our Values.

Integrity | Compassion | Respect | Trust | Service

Our Vision

We commit to

Walk with Jesus and Enable Others to Encounter Him.

Grow as One Diocesan Family

Forming and Developing People for Mission.

Living Justly and Caring for Our Common Home

JOB DESCRIPTION

Job title:	Safeguarding Administrator
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location:	Department for Safeguarding, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY
Hours of work:	37.5 hours per week
Working Pattern:	Monday to Friday, 8.30am to 4.30pm
Grade:	3
Reporting to:	Senior Safeguarding Administrator

SCOPE AND GENERAL PURPOSE

- (I) To provide general administration in the Department for Safeguarding which involves a high level of confidentiality and integrity.
- (II) To support the Senior Safeguarding Administrator in all current and future organisational needs through the development, engagement, motivation and safeguarding of our clergy, employees, volunteers and all other stakeholders.
- (III) To ensure the Diocese Safeguarding service is cooperative, efficient, effective and aligns with the Diocesan Vision and Values.
- (IV) To ensure effective communication and act as the professional conduit between the Parishes and the Diocese to ensure we deliver an ethical and efficient Safeguarding function.
- (V) To support and engage in Safeguarding Team meetings for the effective delivery of our Safeguarding services.
- (VI) To provide a first class administrative and safeguarding helpline service to the Diocese and Parishes.

KEY RESPONSIBILITIES

- To 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)
- To 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
- To update the CSSA national database and local safeguarding records
- To assist with the management and monitoring of the national E-Learning programmes, including registration of new users
- To 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
- To assist with the production and distribution of safeguarding training materials, publicity materials, fliers and newsletters
- To assist with the arrangements for conferences, courses and meetings, including booking suitable venues, negotiating costs, liaising with speakers, setting up rooms etc.
- To welcome and provide hospitality to visitors and callers to the Diocesan Office
- To take and produce minutes of meetings

- To attend all and any training courses as required by the needs of the role of Safeguarding Administrator
- To liaise with the Department for Finance for invoice payments and requests
- To assist with the departmental stationery and resource requirements, complying with the Diocesan ordering policy and procedures
- To maintain and promote good relationships among all who are associated with the work of the Diocese

CORE COMPETENCIES

Office Administration	Accountability	Attention to detail
Communication	Social Intelligence	Planning and Organisation

CORE BEHAVIOURS

Compassionate and Confidential	Honest	Reliable
Flexible	Approachable	Dedicated
Professional	Integrity	Respectful
Articulate	Calm	Resilient
Logical	Analytical	Discerning

SAFEGUARDING STATEMENT

The Diocese of Hexham and Newcastle is committed to safeguarding and promoting the welfare of children and young people. All staff share this commitment and must complete regular safeguarding training and adhere to the Diocese of Hexham and Newcastle's Safeguarding Policy.

CONTRACT

This post is for a One-year Fixed Term Contract.

SALARY

£26,000 to £27,768 FTE per annum.

HOW TO APPLY FOR THIS ROLE

- (i) Completion of our Diocesan Application Form. You must complete every section of the Application Form. Incomplete Application Forms will be disregarded.
- (ii) We would like you to write a Supporting Statement detailing how and why your experience meets the essential and desirable criteria of the Person Specification. We'd like to see demonstrative workplace or volunteering examples set against our Values and the core competencies and behaviours as noted in the Job Description. Finally, you should tell us why you want to work for the Diocese and particularly the Safeguarding Team.
- (iii) Details of two people we may approach for professional references, one of which must be your current or most recent employer. A second can be a character reference providing this is a person of good character or profession such as a Priest or other clergy, GP, Lecturer, Solicitor, Magistrate, Governor or Trustee.
- (iv) Applications can be emailed to either annie.leaver@diocesehn.org.uk or bernadette.aquino@diocesehn.org.uk or posted marked Private & Confidential to Bernadette Aquino, HRBP, Department of Human Resources, The Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.
- (v) The closing date for applications is 09:00 on 9th January 2026. Applications received after this time cannot be accepted. In addition, we reserve the right to close this vacancy early and should we do this the advert will be removed from all job boards.
- (vi) If you would like to discuss more about the role, please contact by emailing andrew.grant@diocesehn.org.uk.

IMPORTANT INFORMATION

The successful candidate must:

- (i) Have evidence of the right to work in the UK.
- (ii) Return two acceptable references one of which must be professional. A second can be a character reference providing this is a person of good character or profession such as a GP, Solicitor, Magistrate, Governor or Trustee.
- (iii) Completion of mandatory Level III safeguarding training which the Diocese provides.

(vi) A satisfactory Enhanced Disclosure by the Disclosure and Barring Service.

(vii) Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment, but you must declare this in writing at the appropriate stage during the recruitment process. Further information can be found on this website.

https://assets.publishing.service.gov.uk/media/653f7e52d10f3500139a6b20/30102023_Guidance_on_the_Rehabilitation_of_Offenders_Act_1974_and_The_Exceptions_Order_1975.pdf

(viii) General Data Protection Regulations (GDPR) 2018. We undertake to destroy by a secure and confidential manner all applications which are not shortlisted. For candidates who are shortlisted and interview we will ask whether you wish your details to be destroyed or held for six months before being expunged by confidential means in accordance with GDPR 2018. Our candidate privacy notice is available on our website

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
A good level of general education	
Excellent IT skills, including Microsoft Office Suite	CRM Systems Dash Boards Experience of using safeguarding dashboards to monitor, analyse, and report on safeguarding data
Strong experience in general office administration Organisational planning skills Taking and typing Minutes of Meetings	Knowledge of DBS procedures and compliance requirements in safeguarding contexts and of processing DBS applications
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	
Honesty Integrity and adherence to rules, regulatory frameworks, policies and procedures	
Enthusiastic Personal self-motivation Sense of responsibility	
The ability to work with complete confidentiality and integrity, adhering to all internal procedures	
A good sense of responsibility, be punctual and reliable Able to work independently and able to use own initiative whilst still working as part of a Team	
Accuracy and attention to detail, particularly in the written form	
Understanding of confidentiality, safeguarding, and data protection requirements (GDPR).	Awareness of UK safeguarding policies and safer working practices. Evidence of a working within a regulated environment

ESSENTIAL	DESIRABLE
Demonstrates high standards Compassionate and understanding Courteousness Energy and drive	
Respect and an ability to work sensitively and inclusively with individuals	Familiarity with Diocesan structures and an understanding of how Diocesan frameworks support safeguarding, compliance, and organisational accountability.
Right to live and work in the UK is mandatory This role is only open to those who live and work in the UK	

The job holder is required to be supportive of and sympathetic to the Catholic faith.

Registered Charity Number 1143450
Company Limited by Guarantee Company Number 7732977

