

SAFEGUARDING TRAINING ADMINISTRATOR

Human Resources and Safeguarding Department

Job Description

Responsible to: The Diocesan Safeguarding Manager (DSM)

Context: The Diocesan Safeguarding Team supports parishes and senior clergy to safeguard children and adults who may be at risk of abuse and neglect, and those in abusive relationships, through: immediate response to current and past allegations of abuse and harm, in partnership with statutory agencies; safe recruitment, training and support to voluntary and paid workers with children and adults; and creation of safe environments, through implementation of policies and procedures following the national legal and procedural framework for safeguarding children and adults, and Church of England policy and practice guidance.

Main Purpose: To ensure the diocese maintains the highest standards of safeguarding training by supporting the DSM and the Lead Safeguarding Trainer (LST) with the implementation of safeguarding training policies and procedures. To provide high quality administration of safeguarding training, support to those undertaking training.

Hours: 16.5 hours per week worked equally over 3 days per week. Days to be agreed.

Salary: Spine Point 6, £30,366 per annum for full time hours (35) approx.
£14,315 per annum for 16.5 hours per week

Terms: Permanent

Responsibilities and Purpose

1. To act as the central link for the DSM and LST, to assist them to plan the training schedule in order to provide an efficient and effective professional training service.
2. Act as first point of contact for calls relating to training. Screen phone calls, enquires and requests, handling them when appropriate.
3. Develop and maintain an awareness of National Guidance relating to safeguarding training. Work alongside the DSM and LST to plan for and implementation changes.
4. Facilitate a safeguarding learning and development programme for the diocese aligned with the national church Learning and Development Framework, Church Safeguarding Standards, reflecting the specific safeguarding responsibilities of those in role.
5. To administer all lay and clergy safeguarding training run by the Diocese in line with above, in approximately 100 sessions a year. This includes: producing a deadlines document; running the sessions on Zoom / Teams, electronic booking systems and operating as content manager for publicity on the Diocesan website.
6. To administer bookings for training courses; copy course materials and respond to emails and queries on training matters, ensure compliance of work submission required before and after courses.
7. Prepare required documents and other necessary paperwork for the facilitation of face to face training and safeguarding events.
8. Ensure identification and appropriate notification is awarded to Clergy, Licensed Lay Ministers (LLMs), those who hold Permission to Officiate (PTOs), whose safeguarding training is either out of date or approaching such using electronic systems available including the use of spreadsheets.
9. Ensure the administration of booking places, attendance confirmation, pre and post course work requirements are delivered and submitted within time parameters, and final certification awarded of the Leadership/Senior Leadership Pathway Safeguarding Training as directed by the National Safeguarding Team.
10. Log entry of all course participants onto a database to ensure each person has a personal safeguarding training record, and each parish has a safeguarding training profile.
11. Work with the Bishop's office and the Mission and Ministry Department to contact licensed and accredited clergy and lay ministers, through mailings and phone calls, to ensure the take-up of safeguarding training required by the Bishop, and within the national Training and Development Practice Guidance.

12. Proactive and reactive contact through mailings and phone calls with Parish Safeguarding Officers and other church officers to ensure take-up of safeguarding training required by procedures and the national Training and Development framework.
13. Monitor and report on take up of online Safeguarding courses.
14. Produce reports on training compliance as requested by the DSM and for the Diocesan Safeguarding Advisory Panel meetings.
15. Work with DSM and LST to produce reports on safeguarding training issues and trends, and annual statistics represented in charts and graphs for inclusion in the annual safeguarding review.
16. Support the safeguarding team with other tasks and projects as identified by the DSM.

Person specification

1. Education and qualifications

A demonstrable use of the English language in written communication and evidence of the ability to manipulate numbers to high standard.

It will be a requirement of the appointment that all Levels of Safeguarding Training, Domestic Abuse and Safer Recruitment training is completed along with GDPR training within the probation period. Along with:

- Equality and Diversity
- Fire Safety Awareness
- DSE for Home workers/office workers
- First Aid refreshers
- Office Health and Safety

Formal qualification in relation to the safeguarding of children or vulnerable adults is not essential, although a good understanding of safeguarding is essential, see below for more detail.

2. Background and Experience

Proven experience of providing effective administrative support is essential. Ideally within a training context.

Good understanding of safeguarding practices within a complex organisation is essential.

Knowledge of safeguarding practices within the Church of England, desirable.

3. Skills and Competencies

Exceptional written and oral communication skills.

Excellent IT skills and ability, with detailed experience of utilising all standard Microsoft Office packages, and the interest and ability to expand knowledge and use of other software packages.

Ability and aptitude to use social media platforms, as well as, Spotler, possibly Eventbrite, Survey Monkey desirable.

Confident in running Zoom and Teams meetings, including screen sharing and using breakout rooms.

Excellent organisational and time management skills, reliability and attention to detail.

Able to research, digest, analyse and present material clearly and concisely.

Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity.

A positive approach to work with a confident, professional and approachable manner, excellent interpersonal skills, able to be robust yet polite, exerting influence without authority.

Complete discretion and confidentiality when dealing with sensitive information and conversations.

Other

A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues.

Current driving license and access to a vehicle.

An understanding of and a commitment in principal to the Church's ministry and mission is essential. Sympathy with the aims and mission of the Church of England is desirable. An understanding of other Christian denominations and non- Christian faiths is desirable.

NOTES

The following general principles should be observed:

This role will be based at The Diocesan Office, Old Alresford Place, Old Alresford SO24 9DH. It is anticipated that some home working may be available/necessary.

The role is offered on a permanent basis and is subject to a probationary period of 6 months.

The role is a part-time post, ideally working 16.5 hours per week shared equally between 3 days, start time 09:30am to 2:00pm (5.5 hours, no paid lunch hour) days to be agreed. The post requires the post holder to occasionally work evenings and weekends as necessary with notice.

As the post holder will occasionally be required to travel about the diocese, sometimes outside usual business hours and to remote locations, having access to one's own transport will be essential. There are no public transport links to the office.

The role is offered on the basis of the role holder having a right to work in the UK.

Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities

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JD: SB/JR agreed 23 May 2025