

**JOB TITLE:** Safeguarding, HR and DBS Administrator  
**GRADE:** Band O  
**EMPLOYER:** Oxford Diocesan Board of Finance  
**DEPARTMENT:** Human Resources and Safeguarding  
**LINE MANAGER:** Head of Safeguarding  
**ACCOUNTABLE TO:** Head of Safeguarding and Head of HR  
**RESPONSIBLE FOR:** N/A  
**LOCATION:** Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House teams in Kidlington and Area Office teams in Berkshire and Buckinghamshire work closely together to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at [oxford.anglican.org/on-the-money](http://oxford.anglican.org/on-the-money) and [oxford.anglican.org/annual-review](http://oxford.anglican.org/annual-review).

## **JOB PURPOSE**

To support the safeguarding and HR work of our diocese by providing specialist organisation, administration and customer care services. The post holder is expected to carry out the professional duties of an Administrator as described below by working in collaboration with other members of the team and under the leadership of the Head of Safeguarding and Head of HR.

## **PRINCIPAL ACCOUNTABILITIES**

1.	To provide administrative support to the safeguarding team and support parishes in establishing effective safeguarding structures.	45%
2.	To provide efficient administrative support across the full employee lifecycle contributing to the continuous improvement of HR services	30%
3.	To support the administration of Disclosure Barring Service (DBS) for parishes whilst leading the DBS for Oxford Diocesan Board of Finance (ODBF) and Oxford Diocesan Board of Education (ODBE)	10%
4.	To support parishes within the Diocese of Oxford in processing parish safeguarding policies and data protection forms onto the Contact Management System (CMS)	10%

5.	To undertake wider agreed tasks that support the work of the HR and Safeguarding department and their own professional development	5%
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## DUTIES AND RESPONSIBILITIES

### 1. To organise and administer all aspects of safeguarding work by developing and maintaining effective administrative systems

- Respond to general safeguarding enquiries in a customer focussed manner - prompt; courteous and handled sensitively and confidentially at all times
- To help coordinate the safer churches project programme
- Coordinate and provide administration support and note taking for regular team meetings and safeguarding core group meetings.
- To sign post enquirers to the relevant resource or Area Safeguarding Adviser
- To ensure the Head of Safeguarding is notified quickly of issues or concerns
- Support the Head of Safeguarding with coordinating meetings and events with key stakeholders on a regular basis, to include Parish Safeguarding Officers (PSOs), religious communities, theological education institutions (TEIs) and church leaders
- In conjunction with the Safeguarding Training Officer, organise safeguarding training courses, to include:
  - Monitoring the training inbox and respond to queries accordingly
  - Liaising with volunteer trainers
  - Booking any external venues, committee rooms, refreshments and facilities
  - Preparing course material and circulation of appropriate workbooks
  - Follow up on training submissions (reflections)
  - Collating training evaluation forms
  - Updating attendance records and training details on relevant databases
- Support other members of the team with administrative tasks.
- Oversee and coordinate incoming departmental correspondence received, both post and email, action or distribute to relevant team members accordingly

### 2. To provide efficient administrative support across the full employee lifecycle contributing to the continuous improvement of HR services

- Support HR processes during the employee lifecycle for all those who work for the Oxford Diocesan Board of Finance (ODBF) and the Oxford Diocesan Board of Education (ODBE). This includes:
  - Provide comprehensive administrative support for recruitment and selection processes.
  - Maintain the Single Central Records (SCRs) for recruitment, onboarding and offboarding of employees ensuring that the organisation and the employee meet all contractual obligations, escalating concerns to the appropriate team member for action.
  - Support with the coordination of the induction process for new starters and exit process for leavers, escalating concerns to the relevant line manager or HR team member for action.
  - Ensuring that safer recruitment processes are adopted; developing creative ways of attracting the widest pool of potential candidates.
  - Ensuring that appropriate HR records are kept for all processes

**3. To support the administration of Disclosure Barring Service (DBS) for parishes whilst managing the DBS for Oxford Diocesan Board of Finance (ODBF) and Oxford Diocesan Board of Education (ODBE) centre services**

- Maintain parish verifier and recruiter records efficiently, ensuring the system is accurate, up to date, and easy to access.
- To support and respond to parish DBS queries.
- Coordinate and process invoices from our DBS provider for all diocesan counter signatories with the finance department..
- To liaise with colleagues in APCS when things go wrong ensuring that effective customer service is provided to all who access the DBS administration system.
- Administer the DBS process for all eligible ODBF and ODBE staff ensuring:
  - all newly appointed candidates complete the online DBS form prior to confirming their start date of employment.
  - record their application number and date of application on the central DBS spreadsheet.
  - verify the individual's ID documents.
  - record the notification, certificate number, date of the certificate being issued on the central DBS spreadsheet after it has been received.
- Ensure all existing employees whose job requires DBS clearance are reviewed every 3 years and ensure they are renewed and up to date following the above process.
- To process notifications from APCS regarding positive disclosures in line with the diocesan procedure.
- Coordinate and process invoices from our DBS provider for all diocesan counter signatories with the finance department.

**4. To support parishes within the Diocese of Oxford in processing parish safeguarding policies and data protection forms onto the Contact Management System (CMS).**

- Record all safeguarding policy forms received from parishes accurately and promptly in the central safeguarding spreadsheet.
- Ensure all new safeguarding roles within parishes are accurately recorded in the CMS system.
- Update PSO vacancies in CMS and send welcome correspondence to newly appointed PSOs.
- Forward all data protection forms received from parishes to reception for secure filing.
- Receive blue files of deceased clergy from area offices, arrange safeguarding reviews, log details in the safeguarding spreadsheet, and archive appropriately.

**5. To undertake wider agreed tasks that support the work of the HR and Safeguarding department and their own professional development.**

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.

- Comply and fully cooperate with ODBF policies including:
  - Health and safety
  - Dignity and respect in ministry and at work
  - Equality, diversity and inclusion
  - GDPR
  - Safeguarding

## **DIMENSIONS**

The Safeguarding team exists to ensure that all Safeguarding concerns are responded to effectively and within required timescales and to support the parishes in their safe, effective and meaningful engagement with people. It does so through consultation, training, embedding good practice, as well as strategic work within the HR Department.

The Human Resources department supports the diocesan vision and strategy by:

- Developing and implementing consistent and effective diocesan HR policies, systems and practices.
- Working with the leadership team to facilitate organisational change.
- Providing timely and credible advice and guidance to the leadership team regarding recruitment, productivity, management and development of the workforce.
- Enabling the development of the workforce (clergy and lay) by working together with other departments to identify and implement effective learning and development strategies.
- Being a centre of expertise and advice for parishes in employment matters.

## **PLANNING & ORGANISATION**

- Supports the smooth running of the HR and Safeguarding department.
- Ensures safeguarding information is accurately recorded and the relevant electronic systems are kept up to date.
- In conjunction with others organises both internal and external training activities, meetings and events.
- Plans and organises own work and supports that of others, prioritising work to meet deadlines.
- Prioritises work throughout the day, ready to change to a different task in response to new needs/requests arising, with the ability to think creatively and anticipate and solve problems.

## **DECISIONS**

- Sets up and maintains effective systems for data management of safeguarding training and DBS work.
- Uses initiative to enable progress within their area of work.
- Within the boundaries of the role, assesses situations and uses professional judgement to prevent or minimise any potential risks in the delivery of services by referring matters to the DSA, Head of HR or Area Safeguarding Advisers for action.

## **CONTACT WITH OTHERS**

### **Internal:**

- Members of the HR & Safeguarding department
- Heads of Departments and other Church House Oxford staff
- Other staff employed by ODBF and ODBE
- Bishops and Archdeacons support staff
- Temporary workers / volunteers

### **External**

- Parish clergy, parish employees, parish volunteers and laity in the diocese
- External candidates and recruitment agencies
- Interview panel members
- Staff in other dioceses
- Staff in external training venues
- Administrative staff in the National Safeguarding Team (NST)
- Staff engaged by DBS provider

## **PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential**

- Previous experience of working in an administrative or coordinator support capacity
- Excellent verbal and written communication skills, including professional telephone and email manner with the ability to communicate with people at all levels.
- Able to secure, build and maintain good working relationships with external providers
- Proven IT skills with good knowledge of Microsoft Office, including Word, Excel, Outlook, Zoom/Microsoft Teams
- Experience in maintaining data in databases
- High level of accuracy and attention to detail.
- Good organisational skills with the ability to prioritise own workload.
- Flexible approach to work, with the ability to adjust priorities, depending on the workload and changing demands.
- Ability to handle sensitive and confidential information
- Understanding of the importance of maintaining accurate and confidential records
- Ability to work as part of a small team and a strong team player.
- Able to self-motivate, prioritise, plan, and organise, including when under pressure.
- A flexible approach to working, with a 'can do' attitude.
- Understanding of, and empathy for, the work of the Church of England, as well as ability to subscribe to the organisation's Christian ethos and values

### **Desirable**

- Previous experience of working in a charitable environment and with volunteers
- Previous experience of organising external meetings or events
- Experience of using online resources i.e. Survey Monkey and Eventbrite
- Understanding the dimensions of HR and safeguarding work
- Experience of working in a professional services environment

## GENERAL INFORMATION

Band	Salary Band O
Remuneration	<p>FTE Salary £29,251.18 per annum - Actual salary to hours worked £23,717.15</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>30 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed upon with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> <li>- During the first year of your employment with us you are entitled to 25 days' annual leave per annum.</li> <li>- During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year.</li> <li>- In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum.</li> </ul> <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p><a href="https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf">https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</a></p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
Probation period	6 months, during which time progress is regularly reviewed and the period may be extended.

Notice period	One month from either side, or the statutory minimum (whichever is greater).
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**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: .....