# **Job Description**

**Title: Administration Assistant (Safeguarding)**

**Reports to: Office Manager**

**Hours: Full time (35hrs per week)**

**Purpose and Scope**

The role of the Administration Assistant (Safeguarding) is to provide administrative services to support the delivery of the Archdiocesan Safeguarding Policy. The Administration Assistant post may also cover admin duties of other areas of the Curia as required.

**Line Management Responsibilities**

None

**Key Relationships**

* Office Manager
* The Archdiocesan Safeguarding Adviser (SGA)
* Parish priests and volunteers
* Disclosure Scotland
* National Safeguarding Office

**Key Accountabilities**

* To process applications from volunteers undertaking regulated work with children and vulnerable adults including PVG forms, Archdiocesan forms and arranging training.
* To identify any cases of ‘blemish’ and pass to SGA for decision
* Undertake the role of Archdiocesan Co-signatory for PVG purposes.
* To process PVG forms for clergy and Archdiocesan staff.
* Maintain records of all Volunteers and PVG Scheme Members and run reports as required.
* Organise Safeguarding training for volunteers.
* Maintain volunteer training records.
* Produce delegate packs for volunteer training sessions.
* Organise training and networking sessions for deanery trainers.
* Respond to general Safeguarding enquiries (email, mail and phone) from clergy and parishes and refer on to SGA if necessary.
* Send out the Annual Parish Audit request and collate the returns.
* Undertake other administration tasks as required and provide cover for other admin assistant roles to meet business requirements.

**Experience and Skills**

* Understanding and experience of PVG system
* Accurate and high level data processing skills
* Trustworthy and discrete
* Strong organisational and prioritising skills
* IT skills including databases
* Flexible and adaptable
* Detail and accuracy focus

**Knowledge**

* A general level of knowledge of current legislation, policy and practice in safeguarding children and vulnerable adults
* Be able to demonstrate some understanding of the Catholic faith, the Church and its culture and how to work within it.