



## Vacancy: Safeguarding Administrator

### **Safeguarding Administrator (part time) – 1 post**

Location: St. Boniface House, Ashburton, Devon with some home working to meet COVID Secure requirements

Salary: £11.39 per hour pro rata'd to 3 days (Actual Salary £12,438 per annum) FTE £20,730

Hours: 3 days a week preferably Monday, Tuesday & Wednesday

The Safeguarding Administrator works as part of the Diocesan Safeguarding Team delivering measures to ensure the safety of the young and vulnerable within the Diocese.

The successful applicant will have a good understanding of Microsoft Office, a high level of IT fluency and an ability to learn new IT systems. The role deals with highly confidential information therefore knowledge of Data Protection would be an advantage. The post holder will be trained and accredited to manage the Disclosure and Barring Service Checks (DBS). The Safeguarding Office deals with distressing information and applicants need to be aware of this and be emotionally resilient. All staff undertake mandatory counselling. This exciting, varied and challenging role assists the implementation of safeguarding policy and practice in responding to and preventing abuse.

For an informal discussion, please contact the Safeguarding Co-ordinator Robert Brown on [robert.brown@prcdtr.org.uk](mailto:robert.brown@prcdtr.org.uk) or Annette Moody-Burkinshaw on [annette.moody-burkinshaw@prcdtr.org.uk](mailto:annette.moody-burkinshaw@prcdtr.org.uk). The job description and person specification are obtainable from the HR Department on 01364 645383 or email [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk). Applications are by application form and covering letter. The closing date is Monday 4 October 2021. Interviews will be held on Wednesday 13 October 2021. **The appointee to this post will be subject to an enhanced clearance through the Disclosure & Barring Service.**

*Charity Number 213227*