



Diocese of Westminster

Job Profile	Recruitment Compliance Officer / Safer Recruitment Officer
Department / Parish / Agency	Safeguarding Department
Reporting to	Office Manager
Cost Centre	220
Location / Address	Vaughan House, 46 Francis Street, London, SW1P 1QN
Management of	n/a
Contract type	Permanent
Hours	35 hours per week, (9am to 5pm, Monday to Friday)
Salary	£30,000 – 32,000 per annum
Job Reference	346-220

Job Purpose: To be responsible for all administrative aspects of the Diocesan Safer Recruitment Process, in accordance with the RCDOW Safer Recruitment Policy and Procedure and in compliance with CSSA and national standards and guidance and to be responsible for the processing of DBS applications on behalf of the Safeguarding Office for the Diocese of Westminster and to line manage the administrative assistants in the Safer Recruitment Function of the Safeguarding Service of the Diocese of Westminster.

Principal duties and responsibilities

1. To ensure Safer Recruitment Compliance at the Diocese at all times

- To act as a first point of contact for Safer Recruitment Compliance
- To liaise with key stakeholders across the organization and beyond to ensure all enquiries are answered and Safer Recruitment Processes are followed
- To provide support and advice to Parish Safeguarding Representatives with regard to Safer Recruitment
- To ensure all applications for DBS checks are processed reliably, regularly, accurately and in confidence and in accordance with the DBS Code of Practice
- To receive DBS applications from Parish Safeguarding Representatives and clergy, parishes, diocesan departments and Catholic organisations with umbrella arrangements with CSSA
- To check accuracy of applications and diocesan paperwork and to verify ID and documents
- To follow up any discrepancies on application forms or diocesan paperwork in writing with the parish safeguarding representative
- To counter sign the applications
- To enter details of each signed off application onto national database
- To file diocesan paperwork, ID photo copies and dispatch to DBS for processing

2. To ensure that the results returned from the DBS are accurately and appropriately recorded and filed in accordance with the DBS Code of Practice

- To ensure the receipt of disclosure certificates from individuals is followed up
- To ensure disclosure details are entered in the national database
- To ensure all databases/files are kept up-to-date
- To advise parishes and organisations if disclosure certificates have not been received within the agreed timescales
- To ensure data is entered and updated in databases and spreadsheets
- To scan all diocesan paperwork onto the scanning database
- To hold and store all confidential information securely and in accordance with GDPR and data handling procedures
- To destroy confidential paperwork within the specified timeframes



3. Compliance and Quality Assurance

- To send out monthly reports from the computer database to parishes and organisations
- To conduct a monthly audit on the progress of DBS matters and to produce a monthly data report from the database for discussion with the Office Manager/Safeguarding Co-ordinator
- To identify blemished DBS certificates and bring them to the attention of the Safeguarding Co-ordinator
- To work in strict confidence and with sensibility in regard to highly sensitive information
- To ensure compliance with GDPR and work in accordance with CSSA national standards and guidance
- To update records with regard to blemished DBS certificates
- Produce an Annual report for the Trustees Safeguarding Committee

4. Line Management responsibilities for the DBS Administrators

- To advise and support the DBS Administrators and Administrative Assistants in the processing of applications as laid out above.
- To lead meetings and supervise to ensure regular improvement of the service offered.

5. Other responsibilities

Following training the post holder will also:

- Become an authorised signatory for DBS
- Carry out DBS training as part of the initial induction for new Parish Safeguarding Representatives as required
- Provide updating Safer Recruitment training to Parish Safeguarding Representatives on changes to the DBS regime as required
- Attend Deanery meetings
- Provide support to the Safeguarding Team
- Any other duties at the request of the Office Manager or Safeguarding Coordinator.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our center. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**



Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence and knowledge requirements	Essential/ Desirable
Ability to work with complete discretion and confidentiality	E
Excellent communication skills, both written and verbal	E
Good organisational skills, able to prioritise and manage conflicting deadlines	E
Ability to work methodically and consistently, with attention to detail	E
Ability to work within a small team in support of the Diocese	E
Ability to remain calm under pressure to resolve problems	E
Ability to project a friendly, professional manner, in person, virtually and on the phone	E
Ability to work alone, using initiative	E
Ability to take ownership of issues and resolve them	E
Be a Team Member	E



Diocese of Westminster

Being able to identify and understand training needs	E
Experience	
Previous knowledge and experience as an Administrator	E
Experience of working in an environment with sensitive information	E
Experience of working in strict confidentiality and in compliance with GDPR rules	E
Knowledge of the DBS regime	E
Other Requirements	
Intermediate Microsoft Office Software package (Word, Excel, Outlook); ability to work effectively with and exploit Windows OS 365 Apps and SharePoint with a desired knowledge of appropriate applications	E