



Diocese of Westminster

Job Profile	DBS Administrator
Department / Parish / Agency	Safeguarding Department
Reporting to	Senior DBS Administrator
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
Salary	£25,000 per annum
Job reference number	571-220

Job Purpose:

To provide administrative functions to the Safeguarding Team to support the smooth running of the Safeguarding Department and its systems. To support all administrative aspects of the processing of DBS applications on behalf of the Diocese of Westminster as instructed by the Senior DBS Administrator.

Principal duties and responsibilities:

Support of Safeguarding Team

1. To perform clerical duties to support the Team

- Mailing and filing correspondence
- Sort, stamp and distribute incoming mail
- Take phone calls

2. To support meetings and events

- Arrange in-person and virtual meetings and book rooms where necessary
- Support with planning and logistics for meetings, workshops and training courses
- Accurate note and minute taking as required

3. To ensure records and files are up-to-date

- Update office Safeguarding records
- Enter data accurately onto spreadsheets and online databases
- Keep spreadsheets up-to-date where assigned
- Photocopy and scan documents for filing
- File documents electronically and physically
- To prepare and support migration of case file records

4. To ensure office supplies are available

- Keep office supply inventory in order
- Maintain stock of office supplies and notify Team Admin/Office Manager when stocks are running low

5. To communicate effectively with a wide range of stakeholders (internal/external)

- Work closely with the team
- Answer phone calls and deal with enquires related to the role as appropriate
- Reply to emails
- Maintain good interactions with parish safeguarding representatives

6. To ensure all administrative tasks are completed to support the Team and staff

- To contribute to the smooth running of the Safeguarding Office and respond to requests by wider team members
- Perform additional duties as required and assigned by the Line Manager

Support of DBS Administration

7. To support all administrative aspects of the processing of DBS applications to ensure that all applications for DBS checks are processed stringently, regularly, accurately, in accordance with the DBS Code of Practice

- To check accuracy of applications received and diocesan paperwork
- To follow up any discrepancies on application forms or diocesan paperwork in writing with the parish safeguarding representative

8. To ensure details with regard to DBS are accurately and appropriately recorded and filed in accordance with the DBS Code of Practice

- To enter details of applications onto Diocesan database
- To enter details of each signed off application onto national database
- To enter disclosure details in the national database
- To ensure all databases/files are kept up to date
- To input and update the computer databases and spreadsheets
- To scan and file all diocesan paperwork onto the scanning database and ready for dispatch
- To hold and store all confidential information securely and in accordance with GDPR and data handling procedures
- To destroy confidential paperwork as advised and within the specified timeframes

9. Quality Assurance

- To support the DBS Team with preparations for monthly reports from the computer database to parishes and organisations
- To support the DBS Team with their monthly audit on the progress of DBS matters and support the production of the monthly data report from the database for discussion with the Senior DBS Administrator/Safeguarding Co-ordinator
- To support with the production of an Annual Report for the Trustees Safeguarding Committee

10. Other responsibilities

Following training the post holder will also: -

- Provide support to Parish Safeguarding Representatives with regard to DBS
- Provide support to the wider Safeguarding Team
- Any other duties at the request of the Office Manager or Safeguarding Coordinator
- Contribute to deliver the Safeguarding Team training sessions and any other events, as required

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 centre. 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues’ success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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 portray good personal and professional inter-personal skills, both in person and on the telephone	E
Experience	
Previous knowledge and experience as an Administrator	D
Some knowledge of the teachings of the Catholic Church	D
Other Requirements	
Intermediate Microsoft Office Software package (Word, Excel, Outlook)	E

NB. This role will be subject to a Disclosure and Barring Service check.