

# DIOCESE OF Hexham & Newcastle

<b>Job title:</b>	Administrator (ref 03/2019)
<b>Employer:</b>	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
<b>Location:</b>	Department for Safeguarding, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY
<b>Hours of work:</b>	37.5 hours per week
<b>Working Pattern:</b>	Mon – Fri 8.30am – 4.30pm, occasional evening and weekend working is required
<b>Salary:</b>	£18,046
<b>Contract:</b>	Fixed term contract – 12 months
<b>Grade:</b>	2
<b>Reporting to:</b>	Senior Administrator
<b>Start Date:</b>	As soon as possible

## Job Description

To provide assistance with the general administration of the Department for Safeguarding which involves a high level of confidentiality and integrity.

## Main duties

- Accurately process electronic and paper DBS applications and other safe recruitment forms;
- Assist with a high level administration support service for the Department for Safeguarding including answering telephone and email enquiries from parishes, religious orders, Catholic organisations, victims and alleged perpetrators of abuse;
- Create and update the CSAS national database and local safeguarding records;
- General clerical duties, including data input, photocopying, filing and external mail;
- Maintain filing systems, including shredding old documents as directed and in accordance with government legislation, CSAS and DBS policies for the safe storage and retention of safeguarding documents;
- Welcome and provide hospitality to visitors and callers;
- Assist with the production and distribution of safeguarding training materials, publicity materials, fliers and newsletters;
- Assist with the departmental stationary and resource requirements, complying with the diocesan ordering policies;
- Visit parishes to support with DBS processing as required;
- Maintain and promote good relationships among all who are associated with the work of the Diocese.

## **Personal specification**

### **Essential Criteria**

- Well experienced in general office and administrative procedures;
- Excellent and up-to-date IT skills;
- A good level of general education, including GCSEs A\*-C in Mathematics and English or equivalent;
- A good grasp of English grammar, accuracy and a high level of attention to detail;
- Excellent customer service skills with experience of dealing with sensitive situations;
- Good interpersonal and communication skills with the ability to build good relationships with all associates;
- Willingness to work flexible hours as required;
- High level of confidentiality and integrity;
- To be self-motivated with a good sense of responsibility;
- Driving Licence and access to a car;
- Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.

### **Desirable Criteria**

- Experience of processing DBS applications.