

# DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

## ROLE DESCRIPTION

<b>DETAILS</b>	
<b>Role Title</b>	Safeguarding and DBS Coordinator
<b>Department</b>	Safeguarding Team
<b>Reports to</b>	Diocesan Safeguarding Officer and Head of Safeguarding
<b>Contract Type</b>	Full-time, 12 month Fixed term
<b>Hours</b>	36.25 per week
<b>Normal Place of Work</b>	The Old Deanery, The Cloisters, Exeter, EX1 1HS.
<b>Responsible for</b>	N/A
<b>Date of Issue</b>	Jan 2026
<b>NATURE OF WORK</b>	
<p><b>Role Purpose:</b> To provide comprehensive administrative support to the Safeguarding Department and serve as the administrator and point of contact for managing the interface between the Diocese and Thirty One Eight concerning Disclosure and Barring Service applications.</p>	
<p><b>Key Aspects of Role:</b> The Administrator role demands strong skills in the following areas:</p> <ul style="list-style-type: none"> <li>• Safeguarding training and administration</li> <li>• Safeguarding policies, processes and procedures</li> <li>• Safer recruitment policy and practice</li> <li>• Providing safeguarding advice and support, especially on training and DBS</li> <li>• Maintaining confidentiality and sensitivity in safeguarding matters</li> <li>• Acting as the first point of contact</li> <li>• Effective written and verbal communication</li> <li>• Collaboration with multiple teams</li> </ul> <p>These responsibilities are crucial for meeting the national expectations of Diocesan Safeguarding Officer as outlined in "Protecting All God's Children," which this role supports.</p>	



Occasional out-of-hours work, including evenings or weekends, may be required, for which time off in lieu can be claimed.

The Administrator will need to apply for a Basic Disclosure from the Disclosure and Barring Service.

#### Key Relationships:

The role reports to the Diocesan Safeguarding Officer and Head of Safeguarding and works closely with:

- Deputy Diocesan Safeguarding Officers
- Chair and members of the Diocesan Safeguarding Advisory Panel (DSAP)
- Personal Assistants to Bishops, Archdeacons and clergy
- Parochial officers, clergy and lay safeguarding officers
- Staff from Local Authorities, statutory bodies and agencies
- Director of People Services
- National Safeguarding Team (NST) Regional Safeguarding Lead

Role Area	Main Duties and Responsibilities
<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Build and maintain strong working relationships with the Diocesan Safeguarding Team (DST), alerting the team to emerging issues and collaborating on resolutions.</li> <li>• Actively contribute as a member of the Safeguarding team.</li> <li>• Foster effective relationships with clergy, parochial officers, the Bishop's Staff and Old Deanery employees.</li> </ul>
<b>Safeguarding Training</b>	<ul style="list-style-type: none"> <li>• Support the implementation of the Diocesan Safeguarding training strategy.</li> <li>• Arrange and promote the training calendar based on demand.</li> <li>• Maintain, produce and distribute training materials.</li> <li>• Manage the booking system and NST Training Portal. Monitor records of training attendance for Clergy, PtO, LLM and EDBF staff and volunteers.</li> <li>• Ensure timely reminders are sent to groups as above to meet national requirements.</li> <li>• Coordinate with PCCs to arrange and organise locally delivered training.</li> <li>• Support and coordinate volunteer trainers.</li> <li>• Provide statistical reports on training delivery Diocesan Safeguarding Advisory Panel.</li> </ul>
<b>Safeguarding Strategic and Operational Group Administration Support</b>	<ul style="list-style-type: none"> <li>• Provide high-quality administrative support to the DST.</li> <li>• Book and manage meetings related to safeguarding, including DSAP.</li> <li>• Prepare agendas and papers in consultation with the Chair of DSAP</li> <li>• Take and distribute minutes as required.</li> <li>• Administer Safeguarding Case Management Groups (core groups).</li> </ul>



<b>Archdeaconry and Parish Support</b>	<ul style="list-style-type: none"> <li>• Liaise with parishes, providing induction and advice on the roles of Parish Safeguarding Representatives, Parish DBS Verifiers and the Parish Safeguarding Dashboard/Safeguarding Hub.</li> <li>• Maintain and prepare data from various systems to support the Quality Assurance and Performance framework</li> <li>• Coordinate with Archdeaconry and Bishops' offices on training and DBS records.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Contribute to a culture of positive communication.</li> <li>• Assist in developing and preparing the Safeguarding Newsletter.</li> <li>• Help with the ongoing development of the Diocesan Safeguarding web page.</li> <li>• Alert the team to emerging issues and collaborate on solutions.</li> </ul>
<b>DBS Administration</b>	<ul style="list-style-type: none"> <li>• Carry out EDBF staff and volunteer DBS checks.</li> <li>• Carry out Cathedral Clergy DBS checks.</li> <li>• Advise parish representatives, ID checkers and lead recruiters on the Disclosure application process and safer recruitment practices via telephone and email.</li> <li>• Support lead recruiters in disseminating current information and guidance to those involved in the Disclosure application process.</li> <li>• Strive to improve the quality of administrative processes.</li> <li>• Maintain a constructive relationship between DBS and People administration.</li> <li>• Undertake other reasonable duties as required.</li> <li>• Facilitate regular DBS seminars in collaboration with Regional Outreach Worker for Disclosure and Barring Service</li> </ul>
<b>NSCMS and Information Management</b>	<ul style="list-style-type: none"> <li>• Collate and upload Safeguarding Contact Forms received</li> <li>• Add new concerns to NSCMS when received</li> <li>• Administer the online e-bulk service for DBS checks and act as the official EDBF Lead Recruiter.</li> <li>• Manage and update the Parish Dashboard and Safeguarding Hub system.</li> <li>• Prepare safeguarding documentation and take notes at meetings.</li> <li>• Maintain accurate records and ensure proper filing.</li> <li>• Adhere to information management systems and policies, including Social Media, GDPR and Data Protection.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to all Diocesan Safeguarding Policies and procedures.</li> <li>• Adhere to the Safer Recruitment policy and process.</li> <li>• Stay updated with safeguarding issues relevant to your role.</li> <li>• Engage in training and personal development through appropriate providers.</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Model inclusive behaviour in daily practices.</li> <li>• Comply with diocesan equal opportunity policies.</li> </ul>



## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Professional experience and relevant qualifications or a degree.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in providing administrative support in a varied environment.</li> <li>Strong organisational skills with attention to detail, able to plan and prioritise effectively and adapt to changing circumstances.</li> <li>Proven ability to work as part of a team with good interpersonal skills and a collaborative approach.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in committee administration.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills, with the ability to explain concepts clearly and concisely.</li> <li>Effective communicator with a wide range of people, providing accurate and timely advice.</li> <li>Understanding of both secular and ecclesiastical legislative requirements.</li> <li>Numerate with strong financial skills.</li> <li>Commitment to maintaining confidentiality at all times.</li> <li>Professional and positive presentation.</li> <li>Proficient in IT, including Microsoft Office (Outlook, Word, Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Church of England, its parochial system and the wider Diocese structure.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>Greet visitors and handle enquiries and calls promptly and courteously.</li> <li>Follow health and safety guidelines and ensure a safe environment for all, reporting concerns immediately.</li> <li>Respect and work sensitively with the diverse cultures and traditions within the Church, aligning with the Five Guiding Principles of the House of Bishops' Declaration.</li> <li>Commitment to anti-discriminatory practices within the Church of England.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of how Church belief systems influence safeguarding practices.</li> </ul>



<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>Committed to the aims and ethos of the Diocese of Exeter and the mission of the Church of England.</li> </ul>	<ul style="list-style-type: none"> <li>Practising member of the Church of England or a church affiliated with Churches Together in Britain and Ireland or Churches Together in England.</li> </ul>
------------------------------	--	--

## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>Understand how your role supports the Safeguarding team, the EDBF and the wider diocese.</li> <li>Be aware of the roles and responsibilities of other team members.</li> <li>Stay informed about issues affecting your work area.</li> <li>Show interest in expanding your knowledge related to your role.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>Embrace new situations and ideas, implementing changes as directed.</li> <li>Accept and act on feedback to improve your contributions to the team.</li> <li>Propose new ideas to enhance administrative functions within the team.</li> <li>Adapt your working methods to improve collaboration within the team and across the diocese.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>Gather relevant information to understand situations accurately.</li> <li>Clarify your understanding and the needs of others before making decisions.</li> <li>Seek advice from managers when making decisions involving risk.</li> <li>Explain decisions clearly and concisely.</li> <li>Identify and address issues as they arise.</li> <li>Recognise the limits of your authority.</li> </ul>
<b>Engaging People</b>	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>Demonstrate enthusiasm and accountability for your work.</li> <li>Anticipate the needs of the DST.</li> <li>Seek support and advice from your manager when facing challenging situations.</li> <li>Act consistently with the organisation's values and promote an inclusive workplace.</li> <li>Report any concerns or issues, including inappropriate behaviour, to the Safeguarding Officer.</li> </ul>



	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Ensure clear and effective communication within the diocese and with all related organisations, considering their individual needs.</li> <li>• Communicate honestly and positively to build trust.</li> <li>• Engage actively in team meetings and listen to different ideas and views.</li> <li>• Respond constructively to feedback and take action to improve performance.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>• Build strong relationships within your team and with key personnel across the diocese.</li> <li>• Be accountable for your work and understand its impact on the team, the EDBF and the wider community.</li> <li>• Share knowledge and learning with the Safeguarding team.</li> <li>• Remain approachable, collaborate effectively and show interest in others.</li> <li>• Exhibit diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>• Take responsibility for your wellbeing and support colleagues when needed.</li> </ul>
<b>Delivering Results</b>	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>• Identify your skills and knowledge gaps and seek training and support.</li> <li>• Pursue learning opportunities and create a personal development plan.</li> <li>• Recognise signs of stress in yourself and others and seek support from your manager.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>• Maintain a positive and organised approach to your work, being reliable and conscientious.</li> <li>• Understand the needs of the Safeguarding team and service users to provide effective support.</li> <li>• Follow relevant policies, procedures and legislation in your work.</li> <li>• Maintain a consistent approach to both clergy and non-clergy administrative support.</li> </ul>
	<b>Delivering at Pace</b>	<ul style="list-style-type: none"> <li>• Use your expertise to organise work and focus on delivery and quality.</li> <li>• Manage your time effectively, agreeing priorities with your manager to ensure timely support.</li> <li>• Stay calm under pressure and meet deadlines.</li> <li>• Keep the Safeguarding team informed about the progress of your work.</li> </ul>