

Administrator Safeguarding & General
12-month fixed term contract from 1st February 2026 or soon after

Safeguarding

- Carry out a quality assurance and compliance review of all Wessex churches including DBS checks and training.
 - This will involve liaison with church members and Due Diligence Checker (DDC)
 - Accessing the DDC system and URC databases
 - Recording findings and sharing with Synod Safeguarding Officer (SSO)
- Under the direction of the SSO ensure that safeguarding queries are triaged appropriately.
- To carry out all administration necessary to the development and review of safeguarding policies and guidelines.
- To maintain effective recording systems including the URC database and case management system, including training, DBS checks and cases.
- Assist the SSO to ensure all church safeguarding policies and records are up to date including DBS check and training records.
- To oversee and maintain administrative tasks and systems directly relating to the safeguarding including but not limited to training, cases, DBS checks.
- Ensure that all safeguarding guidance and resources is easily accessible to all across the synod and local churches via the Wessex Website.
- As requested assist with the review of policies and guidelines.
- To support SSO in fostering a culture where safeguarding is positively integrated into the life of the URC Church; maintain and encourage collaborative working relationships with all churches, synod, other denominations, officers and relevant agencies.
- To collate information for inclusion in reports for Synod, Synod Executive, Wessex Trust.
- To carry out audits of records when required.
- Ensure that Wessex ministers DBS and training records are kept up to date and in line with URC policy.
- Ensure Synod and Trust employees and volunteers are compliant with safeguarding requirement particularly DBS checks and training
- Update the URC database and/or case management with details obtained from annual church safeguarding returns, ensure the quality of the information provided and make contact with local churches to obtain further information if necessary. This will be under the direction of the SSO.
- Support with the annual safeguarding returns which are required by all local churches this includes answering questions from local churches, collating the data and reporting the findings to the SSO
- To support the work of the governance structure in relation to safeguarding, including attending and servicing relevant meetings if required. This includes ensuring this information is recorded timely and correctly on URC databases.
- To systematically ensure confidential and effective synod record keeping systems are correct and up to date, ensuring compliance with URC guidelines and data protection requirements.
- To develop and maintain knowledge of URC safeguarding policies and procedures.

- Engage in continuing training and professional development
- Produce any needed guidance documents

Other Administration

- Support the Synod PA and Development Team Administrator where requested
- Support Managing Communications, in particular the output of the Synod Newsletter
- Assist with Synod Website tasks.
- Look at the possibility of using Social Media for the Synod

Skills include:

- Attention to detail
- Data Entry
- Data Collection, collation and analysing
- IT Skills, in particular Word, Excel and PowerPoint
- Excellent verbal and written communication skills
- Knowledge of using social media