

**Safeguarding Administrator – Service Delivery: Person Specification**

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| **Attributes** | **Essential**  | **Desirable** |
| **Qualifications and Training**  | A good general standard of education to degree level or equivalent experienceCan exercise common sense |  |
| **Experience and skills** | Literate and numerate, with proven administrative and organisational skillsCompetence in the use of Microsoft Office, including use of ExcelIT literate: able accurately and effectively to handle word processing, email and editing of websitesHigh level of competence with office systems: able accurately to develop and maintain an extensive filing system and reliably retrieve documents (both paper & electronic)Ability to prepare and produce high quality documentsEfficient with administration Able to work independently in handling a diverse workload and in keeping to deadlinesStrong verbal communications skills and ability to produce clear written records and reports; | Knowledge of Church of England policies and processes in relation to safeguardingAn understanding of the Church of England/parish system and the wider organisation of the dioceseExperience of working with volunteers. |
| **Personal Qualities** | Ability to interact tactfully and sensitively with peopleExcellent communication skills (verbal and written)Ability to work proactively on own initiativeAbility to work collaboratively as part of a teamGood organisational and time management skills to manage a busy workloadAbility to maintain complete confidentialityResilience under pressure and a calm, compassionate and confident mannerFriendly and approachable demeanourAbility to work flexiblyIn sympathy with the aims and objectives of the Church of EnglandA person of integrity  | Evidence of continued learning |
| **General**  | Full driving licence and access to a car. |  |

 October 2023