

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

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Qualifications and Training** | A good general standard of education to degree level or equivalent experience  Can exercise common sense |  |
| **Experience and skills** | Literate and numerate, with proven administrative and organisational skills  Competence in the use of Microsoft Office, including use of Excel  IT literate: able accurately and effectively to handle word processing, email and editing of websites  High 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 documents  Efficient with administration  Able to work independently in handling a diverse workload and in keeping to deadlines  Strong verbal communications skills and ability to produce clear written records and reports; | Knowledge of Church of England policies and processes in relation to safeguarding  An understanding of the Church of England/parish system and the wider organisation of the diocese  Experience of working with volunteers. |
| **Personal Qualities** | Ability to interact tactfully and sensitively with people  Excellent communication skills (verbal and written)  Ability to work proactively on own initiative  Ability to work collaboratively as part of a team  Good organisational and time management skills to manage a busy workload  Ability to maintain complete confidentiality  Resilience under pressure and a calm, compassionate and confident manner  Friendly and approachable demeanour  Ability to work flexibly  In sympathy with the aims and objectives of the Church of England  A person of integrity | Evidence of continued learning |
| **General** | Full driving licence and access to a car. |  |

March 2024