



Disclosure and Barring Service Administrator

**Appointment Pack
Summer 2024**



Thank you for your interest in the role of Disclosure and Barring Service Administrator.

We are looking for someone with a strong administrative background and good attention to detail and interpersonal skills to join our small professional team. The team will support you in translating your skills and experience into the framework and practices of the Diocese.

If this could be you, we would be delighted to receive your application.

If you would like an informal conversation to help you in considering your application please contact the Diocesan Safeguarding Advisor – Jeremy Hirst, via [Email](#) to arrange this.

We look forward to hearing from you!

A handwritten signature in dark ink, appearing to read 'D White'.

David White
Diocesan Secretary

Job Description

Job Title:	Disclosure and Barring Service (DBS) Administrator
Department:	Safeguarding
Line Manager:	Diocesan Safeguarding Adviser (DSA)
Reviewed By:	Diocesan Safeguarding Adviser (DSA)
Date:	August 2024

Job Profile

Purpose of the Role

The role holder will be responsible, under the leadership of the DSA and the A/DSAs, for the DBS checks of members of the clergy and other church officers as directed, and will support the Diocesan Safeguarding Team (DST) with administrative duties. The role holder will liaise with clergy and church officers who either do not have a current DBS check, or those whose three yearly DBS renewal is due, and process applications. They will also manage online applications through our service provider, and update the diocesan database with DBS information. The role holder will be required to work with discretion and sensitivity due to the confidential nature of the information they will encounter.

Decision Making and Authority

The role holder is responsible for updating our DBS service provider database and will act upon advice from them, or directly from the DSA.

Guidance and Direction

The role is mainly reactive. The role holder is expected to manage their workload with minimal supervision and update the DSA regularly. The role is reactive to applications received but is pro-active in relation to contacting applicants regarding renewals.

Key Relationships and Context

The role holder will liaise with Clergy, Readers and other church officers, arranging and sending instructions regarding DBS applications and accurately recording information and audit trails. They will also liaise with the DBS service provider for St Albans Diocese and staff who act as DBS Recruiters to complete identity checks.

Pressure and Working Environment

The role is desk based and there will be a degree of flexibility in working from home once initial training is completed and the role holder is proficient in the role. It will involve frequent telephone and email/written communication. Strict deadlines must be adhered to in relation to DBS applications.

Duties and Key Responsibilities

DBS Administration

- Ensure the completion of Confidential Declarations and online DBS forms through our service provider and relevant safer recruitment paperwork for all new applications and renewals required throughout the Diocese including the collation, monitoring and tracking of all online applications.
- Assess and ensure accuracy of information on the DBS applications and safer recruitment paperwork, resolving queries for applicants who have provided inaccurate or insufficient data.
- Liaise with relevant personnel over the status of DBS checks and to ensure that agreed processes and procedures are followed.
- Liaise with Diocesan staff who hold DBS Recruiter status.
- Escalate any DBS issues to the Diocesan Safeguarding Team
- Liaising with paid staff and volunteers to remind them of the need to complete the DBS Online Update Service, with regard to DBS compliance, where appropriate.
- Follow up all queries, discrepancies and other issues as appropriate with individuals or organisations and the Disclosure and Barring Service.
- At all times to work within the policies and Code of Practice laid down by the Disclosure and Barring Service, St Albans Diocese Service Provider, and UK Data Protection Legislation and GDPR.

General

- Prepare reports and data as required.
- To undertake any other tasks necessary in the day-to-day performance of their duties and as requested by the DSA, including taking minutes where necessary.

All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

Experience and Skills

- Good levels of numeracy and literacy.
- Previous experience of working in an administrative environment, including adherence to prescribed deadlines.
- Effective communication and interpersonal skills, both orally and written, and the ability to deal tactfully and sensitively with people at all levels.
- Proficient user of Microsoft Office, with excellent keyboard skills, and confident and comfortable in learning new IT systems.
- Meticulous in accuracy and attention to detail.
- An understanding of confidentiality/GDPR.
- Have a professional nature and be able to treat people with respect and empathy.
- A flexible, positive, responsible, and well organised approach to work including the ability to establish personal priorities and objectives, work on own initiative and seek advice as appropriate.
- The ability to establish and maintain good working relationships with a wide range of people and work as part of a team.
- The ability to respond flexibly to changing requirements.
- An understanding of and respect for the confidentiality required by the role - maintaining respect and dignity for colleagues, clergy and other contacts is essential.
- An understanding of and sympathy with the life and work of the Church of England in St Albans Diocese.

The Safeguarding Team

As Christians, we have a special responsibility to safeguard the vulnerable within our church communities and to offer caring and respectful pastoral ministry to all.

In every diocese the Diocesan Bishop is ultimately accountable for safeguarding.

The composition of the Safeguarding Team is currently:

- Diocesan Safeguarding Adviser
- Assistant Diocesan Safeguarding Adviser
- Part Time Training Coordinator and Trainer
- Part Time Assistant Diocesan Safeguarding Adviser
- Part Time Safeguarding Administrator
- Part Time DBS Administrator

The Assistant Diocesan Safeguarding Advisers (ADSA) support the Diocesan Safeguarding Adviser (DSA), in advising the Bishop, senior staff and those responsible for the care of children and vulnerable adults.

This role supports the team, specifically in keeping required checks and paperwork up to date and monitoring compliance. The role is part time 17.5 hours per week (0.5 of full time), and a working pattern will be agreed to support the requirements of the department and availability of the successful candidate.

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 185 clergy with Permission to Officiate and 300 Lay Readers. There are 137 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 137 church schools and academies. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

- Salary:** Pro rata to FTE in the range £24,500 - £25,500 per annum.
- Pension:** Enrolment with the Church of England Pensions Board with a competitive employer contribution.
- Hours:** This is a part time role of 17.5 hpw (0.5). Full time hours are 35 hours per week and normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours and evening/weekend commitments, for which time off in lieu is given.
- Holidays:** Pro-rata to the annual leave entitlement of 26 days per year plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
- Term:** This is a permanent position. Following a six months' probationary period, the notice period will be one month.
- Place of Work:** The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of 50% of your working hours.
- Ongoing Development:** We are committed to staff development based on an annual review which helps highlight learning and training requirements.
- Status:** The successful applicant will need to provide proof of right to work in the UK before taking up the post and will need to undertake a basic DBS check.
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To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/vacancies) to the Diocesan Secretary (details below):

Closing date: **Monday 19 August, 10:00 am**
Interviews: **Thursday 22 August, in St Albans**

Submit via email: diosecpa@stalbans.anglican.org

or by post to: David White, Diocesan Secretary, Diocese of St Albans, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.