

## DBS Administrator

**Appointment Type:** Full-time, 12-month fixed term contract **Working hours:** 35hrs per week, with some flexible working required. Part time hours could be considered. **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary, pension, and benefits:** £19,000-£22,000 per annum (dependent on skills & experience), 25 holidays plus bank holidays and 5 Diocesan closure days (subject to pro rata if part time), employers pension scheme.

**About:** The Diocese of Salford are seeking to recruit a suitably experienced administrator to be responsible, under the leadership of the Director of Safeguarding and the Safeguarding Office Manager, for the DBS re-checking of volunteers, members of the clergy and employees of the Diocese of Salford. The post holder will be required to work with discretion and sensitivity due to the confidential nature of the information they will encounter.

**What we are looking for:** The successful candidate will have experience of working in administration in an office/education environment and be able to use computer systems effectively including Microsoft Office. They will have knowledge of the DBS process and have the ability to undertake administrative duties efficiently, to work accurately and to prescribed deadlines. The post holder will be a team player, possessing effective communication skills, both orally and written, in order to deal tactfully and sensitively with people at all levels.

**What you will need:**

- GCSE grade C/4 or above in English and Maths (or equivalent).
- Experience of word processing, data inputting and general administrative duties.
- Excellent people and interpersonal skills to deal with enquiries in person on the telephone and via email.
- An understanding of and respect for the confidentiality required by the post.
- A flexible, positive, responsible, and well-organised approach to your work.
- The ability to work successfully as part of a team and adapt to changing requirements.

The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <https://www.csas.uk.net/procedures-manual/>

**Closing date for applications: 12 noon on Friday 7<sup>th</sup> January 2022**

**Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.**

If you have any queries about the role, please contact the HR department: Telephone: 0161-817-2203 ♦  
Email: [HR@dioceseofsalford.org.uk](mailto:HR@dioceseofsalford.org.uk)

*Salford Roman Catholic Diocesan Trustees Registered Charity - Registered Charity No. 250037*