

## Job Description: Safeguarding & Bookings Administrator

The below information provides an idea of what would be involved in this role. It is envisaged that elements of this job description will evolve over time to facilitate the mission and aims of the church. The Safeguarding & Bookings Administrator will have scope, along with the Rector, to shape the job in the way which best serves these purposes.

St. Leonard's is a large, eclectic evangelical Anglican church in Exeter with a long history of Bible teaching ministry. We hold to traditional Biblical teaching in all areas of doctrine and ethics and subscribe to the statement made by Anglican Bishops in Lambeth 1:10.

It is our desire to reach out to those who are not yet Christians, build up those who are, and send out workers into the world who will serve God's growing kingdom. We believe that the Lord Jesus builds his church by his Spirit and as we give ourselves to the ministry of word and prayer.

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### St Leonard's Staff Team

#### Clergy

Rector

Associate Rector

Curate

#### Ministry Staff

Children and Families' Minister

Assistant Childrens and Families' Minister 15 hours

Ministry Assistant (2023–2024)

#### Church Office Staff

Church Administrator Vacancy

Ministry Support Administrator 22 hours

Safeguarding Administrator This vacancy

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The Safeguarding & Bookings Administrator will work alongside the existing Church Office staff to support the ministry of the church via the administration of safeguarding processes and bookings. He or she will be directly responsible to the Rector and will support administration in the below areas:

#### Safeguarding Administration

*Key relationships:* Rector, Parish Safeguarding Representative, Children and Families' Minister, other group leaders involved in recruiting volunteers within the church. Responsibilities include:

- Informing relevant volunteers of the safeguarding check or renewal process and supporting their completion of it by:

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- Contacting volunteers to provide details of the DBS application process for new applications and renewals.
- Encouraging completion with regular follow up.
- Arranging face-to-face meetings with volunteers to check ID and paper forms (this may require meeting them at a service on Sunday).
- Ensure recruiters are kept aware of progress, issues and final completion of DBS.
- Updating relevant systems as required during the DBS process (online Disclosure system/local network/paper systems).
- Ensuring all personal data and records relating to safeguarding (especially Parish Information Logs and DBS certificate details) are stored accurately and securely in line with Safer Recruitment Guidelines and GDPR.
- Liaising with external bodies when required, including Exeter Diocese Safeguarding team, thirtyone:eight (the Safeguarding and Disclosure company used by the Diocese), referees and other churches.
- Keeping up to date with Church of England and Diocesan safeguarding and recruitment recommendations and providing advice and guidance on this and training as required.
- Obtaining references for all volunteers and ensuring they are signed off by the relevant recruiter.
- Ensuring volunteers are provided with safeguarding training for their role.
  - Providing volunteers with details of relevant training modules and how these can be accessed via the National Training Portal.
  - Following up with volunteers to ensure that training is completed in a timely manner.
  - Updating relevant systems as required.
  - Ensuring recruiters are kept aware of progress and advised of any issues.
- Ensuring Church Safeguarding Policy and Practices information is made available to volunteers and church membership.
  - Sending details of Policy and Practices to relevant volunteers, initially on recruitment, then on an annual basis after review by the PCC each May.
  - Ensuring Policy and Practice documents on the Church website are kept up to date.
  - Ensuring current documents are made available in the foyer.
- Liaising with the Rector and Parish Safeguarding Representative to arrange termly Safeguarding Committee meetings.
  - Taking minutes and circulating after the meeting.
  - Providing details of any safeguarding admin issues of note for discussion at meeting.

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### Booking Administration

*Key relationships:* Church Office, Clergy, Finance team, church members and external customers.

Responsibilities include:

- Book calendar on church management system (ChurchBuilder) for regular internal events and liaise with group leaders/church members as necessary.
- Liaise with external customers to arrange regular events (e.g. Brownies, Artmakers) and book into ChurchBuilder calendar.
- Requesting completed Booking Forms for all external enquiries.
- Checking new externally requested booking enquiries are approved by Clergy before confirming.
- Complete Booking Log (shared with the Finance team) with contact details and use for invoice production on terms agreed.
- *(As Church Office team)*, arrange key collection if required for internal or external groups meeting outside office hours.
- Assist with invoicing for weddings and other internal events.
- Assist Finance team by ensuring invoicing is up to date and chasing outstanding payments before the end of the financial year (December 31<sup>st</sup>).

### Funeral Administration

*Key relationships:* Clergy, Church Office, Finance team, Funeral directors, Family of deceased, Organists, Sound team, Churchwardens and Assistant Wardens.

Assisting with practical arrangements for funerals:

- Responding to phone or email requests for a funeral date.
- Noting details of request in funeral log in church management system and passing details onto Clergy for further actions as required.
- Liaising with Church Office colleagues and others to make arrangements for the funeral.
- Updating the Funeral Log and producing invoice for the Funeral Director.
- Assisting Finance team in ensuring invoicing is up to date and chasing outstanding payments before the end of the financial year (December 31<sup>st</sup>).

### Churchyard Plots

*Key relationships:* Rector, Buildings Committee, Plotholders

Assisting with managing the plots in the Lower Churchyard:

- In November, producing yearly Plotholder Licenses for each Plotholder (to run from January 1<sup>st</sup> to December 31<sup>st</sup>) for signature by the Rector before printing and posting.
- Maintaining the Plotholder Log with Plotholder contact details and charges.
- Discussing any plot rate increases with representative of the Buildings Committee and the Rector.
- Arranging the annual Plotholder meeting in January and taking minutes.
- Chasing outstanding payments and Plotholder Licenses.
- Maintaining a waiting list for plots.
- Discussing terms and conditions with prospective/new Plotholders.
- Liaising with Plotholders over any issues (discussing with Buildings Committee representative as necessary).

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- Liaising with Buildings Committee representative and Church Office in arranging hedge cutting around plots prior to mid-March.

### General Office Administration

*Key relationships:* Rector, Ministry Staff, Church Office

Responsibilities include:

- Answering the Church Office 'phone and the door and welcoming visitors and enquirers.
- Responding to general enquiries.
- Checking post box.
- Liaising with other Church Office staff to cover other tasks as required, including holiday and sickness cover.
- *(As Staff Team)* Locking up church and centre at the end of each working day.

The Safeguarding and Bookings Administrator will not be a member of the PCC or sit on any PCC sub-committees but will liaise with them as required, under the direction of the Rector.

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### **Personal Qualities Required**

#### Essential

The Church Safeguarding & Bookings Administrator must have a personal faith in the Lord Jesus Christ and accept the Bible as the authority in all matters of faith and conduct. He or she must be godly, spiritually mature and prayerful, with a servant heart. He or she must be confident in communicating face to face with a variety of people and able to deal with outside bodies. Sensitivity, good communication skills and wisdom in all such interactions are essential.

The Safeguarding & Bookings Administrator must be proficient in the use of office software (Word, Excel, Outlook etc.) and be numerate and literate, a good organiser and able to develop systems of administration.

The Safeguarding & Bookings Administrator must understand the necessary boundaries of confidentiality and the distinction between pastoral ministry and the administration which supports it.

### **Terms and Conditions**

#### **Hours of working**

The post is part-time, 12 hours per week. 22 days (pro rata) of paid holiday are allowed each year, in addition to Bank Holidays, rising annually to a maximum of 25 days (pro rata) plus Bank Holidays. The contract will be permanent, with a three months probationary period. The Administrator will work in the Church Office unless discussed otherwise with the Rector.

#### **Salary and Pension**

The salary will be up to £22,425 pro rata, depending on experience. Further details, along with the pension arrangements, will be available on interview. It will be paid monthly in arrears.

#### **Application**

An application form is provided. Please complete this and send, together with a Curriculum Vitae, to:

HR  
St Leonard's Church  
Topsham Road  
Exeter  
EX2 4NG  
[hr@stleonards.church](mailto:hr@stleonards.church)

**The closing date for applications is 18<sup>th</sup> December 2023**  
**Interviews will be held on 4<sup>th</sup> January 2023**

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### Person Specification

Requirement	Essential / Desirable?	How assessed?
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• degree or diploma</li> <li>• current driving license</li> </ul>	<p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Via application form and interview</p> <p style="text-align: center;">Via application form and interview</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>• experience of administration</li> <li>• experience of serving in the local church</li> <li>• experience of working with safeguarding policies and procedures</li> <li>• experience of managing bookings and schedules</li> <li>• experience of minute taking</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Via application form and interview</p> <p style="text-align: center;">Via church reference and interview</p> <p style="text-align: center;">Via application form and interview</p> <p style="text-align: center;">Via application form and interview</p> <p style="text-align: center;">Via application form and interview</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• knowledge of church worship and ministry</li> <li>• knowledge of the Church of England - worship, ministry and structures</li> <li>• knowledge of safeguarding policies and procedures</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Via church reference and interview</p> <p style="text-align: center;">Via application form and interview</p> <p style="text-align: center;">Via application form and interview</p>
<b>Skills and competencies</b> <ul style="list-style-type: none"> <li>• good interpersonal communication skills - written and oral</li> <li>• strong attention to detail</li> <li>• general office and clerical skills</li> <li>• confident IT skills</li> <li>• prioritisation skills and ability to manage workload</li> <li>• excellent organisational skills</li> <li>• ability to work flexibly</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p>	<p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p> <p style="text-align: center;">Via application form, interview and employer reference</p>
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• ability to understand boundaries in life and ministry</li> <li>• careful listener</li> <li>• ability to respect matters of confidentiality, sensitivity and compassion</li> <li>• motivated to deliver high quality output</li> <li>• ability to manage the unexpected</li> <li>• enjoyment of learning and new experiences</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Via interview</p> <p style="text-align: center;">Via interview</p> <p style="text-align: center;">Via interview</p> <p style="text-align: center;">Via interview</p> <p style="text-align: center;">Via interview</p> <p style="text-align: center;">Via interview</p>