

Our Vision - 'All for Jesus'

Job Description – Parish Safeguarding Administrator

Job Title: Parish Safeguarding Administrator

Salary - £25,812 (incl London Weighting), pro rata

Department: Enabling

Location: In and around the parish of All Souls Church

Hours: 11 hours per week

Annual Leave: 25 days plus bank holidays, pro rata

Job Purpose

All Souls Church is a conservative Anglican evangelical church with a large and diverse church family and wide-ranging ministries, including with children, those experiencing homelessness, women in the sex industry, and the elderly. Our ministries are focused on London and reach across the world, including through our mission partners. We long to live for Jesus, as thankful people in a constantly changing city.

We are looking for a Parish Safeguarding Administrator to provide administrative assistance in respect of All Souls Church's safeguarding. This is to make sure proper data is gathered and that records are kept as part of our commitment, as a church, to safeguard and promote the welfare of children and adults at risk in accordance with Church of England and Diocese of London safeguarding policies and guidance.

This role comprises the following main areas of responsibility:

- Administer our DBS checking and renewing system;
- Provide administrative support and record keeping for All Souls Church safeguarding training and safer recruitment for staff and serving partners;
- Support the Parish Safeguarding Officer (PSO).

Your own Christian faith means you will lead by example, in corporate and personal prayer, in your relational approach, and through your commitment to safeguarding.

Key relationships

- You will be a member of the Enabling team and line managed by the PSO.
- You will work alongside All Souls ministers and the directors and managers of Serve the City and Langham Arts (All Souls Music) and the HR Officer, enabling them in the aspects of their roles pertaining to safeguarding administration.

- You will liaise with All Souls Church serving partners (volunteers and usually congregants) to source relevant documentation, such as for DBS checks and training certificates.
- You will liaise with the Diocesan Safeguarding Training administrator on diocesan training courses.

How to apply

The All Souls Church family is diverse as the global body of Christ is diverse and as London is diverse. Applications are welcome from people from ethnic groups which are a minority in the UK.

There is an occupational requirement for the post holder to be a committed evangelical Christian. To apply, send the following to recruitment@allsouls.org:

- CV
- Completed application form
- A covering letter of not more than two sides of A4 explaining why the role is of interest to you and how you meet the person spec.

Job Description:

1. Administer our DBS checking and renewing system; and safe to receive checks for visiting speakers

You will be responsible for ensuring that All Souls Church has undertaken DBS checks in a timely way where they are required and for maintaining the database of records. Within this you will:

- Carry out DBS checks (including identity checks);
- Record DDBs checks;
- Notifying people when DBS checks need renewing;
- Record confidential safe disclosure forms;
- Carry out and record "safe to receive " checks for visiting speakers.

2. Provide administrative support and record keeping for All Souls Church safeguarding training and safer recruitment

Under the direction of the PSO, and working with All Souls Church ministers, directors and managers, you will identify safeguarding training requirements for staff members and serving partners and provide administrative support, including:

- Directing staff members and serving partners to online training courses;
- Arranging bespoke/parish safeguarding training;
- Keeping a record of participants of safeguarding training (bespoke, parish and Diocesan);
- Notifying people when training is due for renewal.
- Ensure all steps for safe recruitment are properly recorded for all serving partners and members of staff;
- Carry out initial "no concerns" checks in connection with safe recruitment;

3. Support the Parish Safeguarding Officer (PSO): To support the PSO, you will undertake a number of tasks, including:

- Analyse data to enable the PSO to compile the monthly safeguarding report, detailing the number and seriousness of incidents from each of the ministries;
- Arrange safeguarding inductions for members of the ministry team, directors, and managers;
- Maintain a record of internal checks and audits on adherence to safeguarding policies and procedures and provide administrative support where they are reviewed.

4. Wellbeing. You are likely to be exposed to confidential material and may be exposed to emotionally challenging material

Person Specification

	Essential	Desirable
Qualifications & experience		
Experienced administrator	✓	
Experience in safeguarding children and/or adults at risk		✓
Experience of working as a safeguarding administrator		✓
Experience of working in a church		✓
A degree		✓
Skills		
Excellent record keeping skills and attention to detail	✓	
Proactive and tenacious, to ensure that DBS checks and training requirements are fulfilled in a timely way	✓	
Personable and able to work well with colleagues, serving partners and other stakeholders	✓	
Clear, succinct communication style	✓	
Able to manage large volumes of information effectively	✓	
Ability to work in a team/alongside others while demonstrating Christian principles and behaviours.	✓	
Able to deal with high levels of sensitive and confidential information.	✓	
Good planning and organisational skills, including the ability to prioritise, give clear instructions to others and understand own limitations/personal boundaries.	✓	

Christian Commitment		
Mature Christian faith with demonstrable integrity and a willingness to serve	✓	
Acceptance of the basis of faith	✓	
All Souls Church member (or willing to join the church)		✓
Knowledge		
Working knowledge of Google Workspace (Google docs, Google mail etc)	✓	
Use of ChurchInsight™ database		✓
Knows when to ask for support	✓	

About All Souls Church

In the heart of London's West End, All Souls Church is a conservative Anglican evangelical church with a large and diverse congregation. We seek to use our rich inheritance, our exciting location and our international membership to cooperate with God in the extension of His Kingdom.

At the heart of our vision sits God's Word. As a church the Bible is central to all we do from our Sunday services, to our life groups, to our workplace ministry, to our work with marginalised people. It is what drives our mission as a church, as we seek to:

Proclaim the biblical gospel in our preaching and by the way we live across our networks to reach London to reach the world.

Grow and teach disciples who are equipped as women and men to teach the word of God and live all of their lives for Christ.

Build a community of grace in the heart of London which is a safe place that welcomes all into a family of forgiven sinners.

Impact our culture by listening to the world and bringing the wisdom of the Bible to all areas of human life and God's creation.

Love one another and our city by showing the love of God to all in practical ways, seeking justice and bringing gospel hope in all situations.

Serve the wider church by listening and learning from others as we share people, skills, teaching and creativity.

Values:

In seeking to deliver this mission we want to be a church family that lives out Christ-like values. They are values we want to see in the ministry team and the church family, from the youngest to the

oldest members. In all our ministry activity we don't ever want to lose sight of who we, as individuals, are becoming – our Christ-likeness. We long to be a people who are all for Jesus, who take up our cross and follow him (Philippians 2:5-8) as we seek to be:

Prayerful - in our dependence on God and faithful to Jesus as we are led by His Spirit.

Humble - in the way we serve one another and seek the Father's will.

Faithful - in our obedience to God's radical Scriptures.

Thankful - for the forgiveness of sins and God's gracious provision in all things.

Generous - in using our money and time as we daily give away ourselves.

Courageous - as we speak out for truth and live radical lives that glorify Jesus.

Creative - in the way we explore every means to further the gospel.

Partners:

All Souls (pre-covid) welcomed a total of over 1,500 people to its morning and evening services each Sunday with a core membership of around 1,200. So far, our membership appears to be largely similar. The membership is made up of around 60 nationalities with about 40% of the church family being non-British. The age profile of our church family is fairly evenly spread: 28% are 18-29, 27% are 30-44, 30% are 45-64 and 16% are over 65. Around 250 children attend our children and youth work. The adult age profile tends to be slightly older at the morning services and younger in the evening.

As a large church we have a broad range of ministry activities. The vast majority of these ministries are led by a dedicated member of the ministry team and are well supported in many different ways by the church family - in fact many could not run without their support. In simple terms our ministry breaks down into six core areas:

- services
- evangelism
- discipleship (adults and 0-18s)
- world mission
- music
- serving the city

All of these church-based ministry activities contribute towards the goal of motivating and equipping all church members to recognise and exercise their own diverse ministries, as they serve God in the outside world through the multiple callings of whole-life discipleship in everyday life and work.

All of our ministry activity is underpinned by prayer, with a monthly prayer gathering being the bedrock of our corporate prayer as a church. Over the past 18 months this has been supplemented by weekday morning zoom prayer meetings and regular days of prayer and fasting.

For further information about the range of All Souls activities, please refer to www.allsouls.org.

All Souls Church is four separate but integrated charities sharing the same vision and policies, and includes six congregations. The Enabling Team provides support across the whole church.

All Souls Langham Place is a **parish** of the Diocese of London, in the **Church** of England, and is governed by the Parish Church Council (PCC).

All Souls Serve the City is a charitable incorporated organisation (CIO) bringing together a breadth of ministries based at All Souls seeking to serve the needs of those who are isolated, overlooked and exploited. We seek to demonstrate our love for one another and the city by bringing gospel hope and biblical truth to: those who find themselves homeless, women who are in sex work including those who are trafficked, seniors, school children, and carers and their little ones. We long to be a people

who are all for Jesus, who are transformed by his love, and who take up our cross and follow him.

Langham Arts Trust was formed in 1987 to further the ever-expanding Christian arts ministry of All Souls, Langham Place in London's West End and especially to extend the ministry of the All Souls Orchestra. The resources of the Trust, generated through concerts, such as Prom Praise and recordings which arise from these, are all channelled into All Souls Music ministry and outreach – notably projects such as Prom Praise for Schools and international outreach.

St Paul's Trust is a separate legal entity to All Souls Church, however, the two charities work closely together to maintain the St Paul's Robert Adam Street building for various church activities. The building provides office space for All Souls Music staff and a suite of counselling rooms, as well as meeting rooms.