

ALL SOULS

Our Vision - 'All for Jesus'

Parish Safeguarding Administrator

Permanent part time: 11 hours per week. Office based. Salary £25,812 pro rata (incl London Weighting).

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)**

If you are interested in applying, please visit our website www.allsouls.org/vacancies to see the job description and where you will find application instructions.

Please send applications to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA) and include:

- Your CV
- A 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.

***We are also looking for a Safeguarding Officer. If this interests you and you meet the necessary requirements, please apply. See our website for details. We will accept one application for both positions.*

- ❖ Application closure: 5pm 11th February
- ❖ Interviews: From w/c 14th February
- ❖ Start date: As soon as possible thereafter

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

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. Appointment will of course be based on merit alone.