PARISH SAFEGUARDING ADMINISTRATOR: Role description

The Parish Safeguarding Administrator oversees the safeguarding administrative processes in a parish. He/she ensures that volunteers are supported, and police vetted in line with the Archdiocese Safeguarding policies and procedures. New volunteers will also need to be reference-checked.

Some Parishes may choose to make safeguarding administration part of their Parish Office Administrator/Secretary role, however, they may choose a volunteer. If a Parish Office Administrator/Secretary is appointed, this role description is an addendum to their employment contract.

The hours needed for the role will depend upon the size of the parish, and will be decided by the pastoral team.

TASKS	EXPECTATIONS
Attends Training	Attends Safeguarding training, so they are familiar with all Safeguarding requirements and guidelines.
Maintains and updates the parish register of all volunteers.	Keeps a confidential and secure register confirming references and police vetting are completed prior to volunteer taking up their role.
	Provides volunteers with role descriptions, application forms and confirmation letters using templates provided by the Archdiocese.
	Gives volunteers Police vetting forms to complete and sign, and forwards these to the Archdiocese to be processed. The police vetting result is returned to the parish priest who will inform the Safeguarding Administrator of the completion of the police vetting so that the register of volunteers can be updated. Strict confidentially about the results of the Police vetting is required.
	Provides volunteers with application forms and referee requirements. A member of the Pastoral Team (or delegated person) will carry out reference checks as needed, and advise if the applicant may proceed with their volunteer role.
	Ensures all volunteers sign the Code of Conduct for Employees and Volunteers and provides a copy to the volunteer, while keeping a parish copy secure.
Keeps a file of Safeguarding information: **(electronic or paper)**	Is familiar with the location and content of all Safeguarding information such as policies, processes, guidelines, and where Safeguarding training material is kept. Assists the parish pastoral team, council and parishioners to access this information and can guide people to additional information on the Archdiocese web site.
Communicates with the wider parish regarding	Utilises the parish newsletter to remind parishioners of safeguarding practices, training available and who to contact if they have any concerns. Displays/ distributes material provided by the Archdiocese about Safeguarding e.g.

safeguarding matters.	posters and pamphlets so that parishioners know what information is available and who they can consult about Safeguarding.
Makes complaints processes known	Ensures parishioners have information about how to make a complaint or register a concern.
Liaises with the Archdiocese Safeguarding Advisor.	Assists the Archdiocese Safeguarding Advisor to promote and arrange Safeguarding training workshops: helps arrange a suitable time, date and venue. Consults the Safeguarding Advisor if there are any questions or concerns about Safeguarding policies or practices. Refers anyone with concerns or complaints to the Archdiocesan Safeguarding Advisor. Maintains confidentiality about the concern and works in line with the Safeguarding processes.
Liaises with parish groups to ensure Safeguarding requirements are known and being implemented.	Maintains regular contact with parish groups to ensure all their volunteers are appropriately police vetted and supported in their roles.
Reports to the Parish Pastoral Team, and attends Pastoral Council meetings as required.	Provide all safeguarding information as required to the Parish Pastoral team or or Pastoral Council meetings as required.

Competencies: Administration ability, well organised, sound communication skills and computer skills.
Personal Attributes: Approachable, confidential, professional boundaries, compassionate.
Police Vetting and referee check results: shows no concerns.