



THE PRESBYTERY OF PERTH

JOB DESCRIPTION

---

<b>Title of Post:</b>	Presbytery Safeguarding Administrator (10 hours weekly) This is a permanent post.
<b>Responsible to:</b>	Presbytery Clerk
<b>Date:</b>	November 2024
<b>Main Purpose of post:</b>	The Presbytery Safeguarding Administrator will work with Congregational Safeguarding Coordinators, the Presbytery Safeguarding Trainers, the Presbytery Clerk, the Depute Clerk and the Safeguarding Service of the Church of Scotland to support the implementation of a robust system of safeguarding training throughout the Presbytery and to help ensure a Safe Church for all.

---

**Main Duties**

- Set up and maintain excellent administrative systems for the safeguarding work of the Presbytery.
- Provide appropriate administrative support to Presbytery Trainers and collaborate with the Safeguarding Trainer in the Safeguarding Department of the Church of Scotland.
- Provide appropriate support for Congregational Safeguarding coordinators.
- Perform audit and quality assurance of the annual records inspection
- Contribute safeguarding items, when required, for the Presbytery website and weekly RoundUp and, where appropriate, social media.
- Publicise safeguarding events.
- Encourage the sharing of good practice between congregations.
- Ensure the quality of Safeguarding practice and documentation in collaboration with the Safeguarding Department of the Church of Scotland.
- To undertake such other duties as are directed by the Presbytery Clerk.

**Person Specification: Presbytery Safeguarding Administrator.**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, abilities and knowledge</b>		
Excellent administrative skills, including expertise in MS Office and an eye for detail	✓	
Methodical with experience in developing and implementing processes and procedures	✓	
Knowledge of current Safeguarding legislation		✓
Experience of quality assurance practice		✓
Experience of local congregational life		✓
<b>Personal Qualities</b>		
Open to and able to evidence different ways of working and new initiatives	✓	
Positive and enthusiastic with the ability to enthuse and encourage others	✓	
Ability to work unsupervised with readiness to use own initiative	✓	
Strong analytical, and problem-solving skills	✓	
Proven ability to work collaboratively with colleagues	✓	
<b>Qualifications and Training</b>		
Relevant administrative qualifications		✓
Experience in a relevant field: i.e. Social Work, Health Care, Education, Police Service or equivalent.		✓

## Terms and Conditions

- The salary is on a scale of £24,780 to £27,300 per annum, pro rated for the hours worked.
- Agreed travel expenses will be reimbursed at the rate paid to administrative staff in the Church of Scotland.
- This is a permanent post.
- This is a part-time post (10 hours per week) worked flexibly, with some evening and weekend work required.
- There are 30 days' paid annual leave and nine statutory holidays (both pro rata for the hours worked) in each full holiday year, 1<sup>st</sup> January to 31<sup>st</sup> December.
- Place of work – hybrid with desk space in the Presbytery Office (Riverview House, Friarton Road, Perth) and home working available.
- Computer facilities will be provided.
- A Basic Disclosure will be required of the successful applicant.

To apply, please submit an up to-date CV, including contact details of two referees, and a covering letter detailing how you meet the criteria in the person specification and why you are interested in the post. This should be emailed to the Presbytery Clerk at [Perth@churchofscotland.org.uk](mailto:Perth@churchofscotland.org.uk) by November 30<sup>th</sup> 2024.