

# Safeguarding & Admin Assistant

Cover - 12 months

St Thomas' Newcastle  
**Diocese of Newcastle**



**Reports to:** Operations Administrator

**Hours:** 18.75 hours a week

**Salary:** £12,675 (£25,350 FTE)

The Safeguarding and Admin Assistant will provide essential administrative support to St Thomas' Newcastle, ensuring smooth and efficient operations. This role will encompass a wide range of duties, including safeguarding administration, database and rota management, and general office support.

## Key Responsibilities

### Safeguarding Administration

- Manage and maintain the Parish Safeguarding Dashboard and Parish Safeguarding Hub.
- Assist staff in keeping all safeguarding records up-to-date.
- Monitor safeguarding progress across volunteer teams.
- Ensure safer recruitment practices are adhered to throughout the church.
- Check and administer DBS certificates for the relevant volunteers.

### Database and Rota Management

- Assist in managing ChurchSuite, including:
  - Sending welcome emails to new members of the church.
  - Ensuring smooth follow-up on team and life group form responses.
  - Monitoring and updating the church calendar.
  - Onboarding new volunteer team members onto MyChurchSuite.

### General Administration

- Update weekly staff rotas (e.g., Morning Prayer and Sunday lock-up).
- Count weekly offerings and deposit them into the bank.
- Work with the Verger on monitoring stock levels for hospitality, cleaning, and communion supplies and ordering stock when necessary.
- Assist the Operations Administrator with electoral roll recruitment.
- Perform other administrative duties as assigned.

### General

- Attend and lead staff prayers at St Thomas'.

# Person Specification

- Supportive to the values, aims and objectives of St Thomas' Newcastle.
- Organised, personable and collaborative.
- Passionate about the administrative life of St Thomas' Newcastle.

## Essential Skills

- Understanding of safeguarding best practices.
- Excellent organisational and time-management skills.
- Able to demonstrate knowledge and understanding of church structures and organisation.
- Proficiency in Google tools and experience with ChurchSuite or similar management software.
- Strong attention to detail and accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

## Desirable Skills

- Experience of working in a church or other non-profit environment.
- Understanding of health and safety.

## Christian Faith

- Uphold the Christian ethos and support the vision and values of St Thomas' in all aspects of ministry and mission.
- There is a genuine occupational requirement for the post holder to be a communicant Christian.

## Notes

- This job description is a general guideline and may be subject to change.
- Training will be provided for all systems including ChurchSuite.
- Appointment is subject to relevant safeguarding training being completed.

# Terms of Employment

## Working Environment

St Thomas' is developing a team that works in the power of the Holy Spirit to reach the goals and targets that God gives us. The Staff Team work and rest hard in a way that recognises that it is God who helps us deliver all that we do.

## Pension Contributions

Employees will be automatically enrolled in the Church Workers Pension Fund (CWPF) Pension Builder Classic Scheme. The employer contributes a sum equivalent to 10% of the gross basic salary as an employer contribution to the Scheme. This is a non-contributory Scheme and employees may voluntarily contribute to the Scheme if they wish to do so. Employees have a right to opt out of the Scheme after enrolment.

## Hours of Duty

The post is offered on a part-time basis (working 18.75 hours per week).

## Annual Leave

The leave year runs from 1st September to 31st August. Full-time staff receive 25 days paid leave per leave year exclusive of 8 public holidays and 4 additional holidays approved by the Operations Director (pro-rata for part-time appointments).

## Contract

The employer is the Newcastle Diocesan Board of Finance. The post is subject to a three-month probationary period and is offered on a temporary basis for 12 months.

## How to Apply

- Applications are to be made through Pathways ([cofepathways.org/members/modules/job/detail.php?record=8202](https://cofepathways.org/members/modules/job/detail.php?record=8202)).
- The closing date for the receipt of applications is **Monday 3 March**.
- Interviews will be held on **Monday 10 March**.
- For an informal conversation about the role please contact the team at **info@stthomas.church**.