



JOB DESCRIPTION

JOB TITLE	Safeguarding Assistant and Administrator
APPOINTMENT	17.5 hours per week (0.5 full-time equivalent)
RESPONSIBLE TO	RSCM Safeguarding Officer
KEY CONTACTS	Deputy Director, Education and Mission Delivery, other staff within the Education and Voluntary teams and the Safeguarding Co-ordination Group
JOB PURPOSE	To provide a range of administrative and support services within the Safeguarding team

MAIN DUTIES AND RESPONSIBILITIES:

1. Maintain absolute confidentiality both inside and outside the office with regard to sensitive information
2. Support the Safeguarding Officer in all aspects of safeguarding administration
3. Be familiar with the RSCM Safeguarding policy and procedures
4. Manage the Confidential Self Declaration (CSD) process, including initial requests, chasing up responses, requesting references and data entry on to the RSCM database
5. Act as the RSCM's lead contact for processing criminal record checks within the UK and Republic of Ireland (including DBS, PVG, AccessNI and Garda checks) and all related financial payments
6. Receive regular updates from regulatory bodies processing criminal record checks across the UK and Republic of Ireland (Thirty One Eight, Disclosure and Barring Service, Protecting Vulnerable Groups Scheme in Scotland, Garda) and keep up to date with current legislation
7. Liaise with the Safeguarding Officer regarding eligibility for criminal record checks and manage all disclosure applications, working within the appropriate Codes of Practice and liaising with the Safeguarding Officer where necessary
8. Work with the Safeguarding Officer to decide the appropriate level of clearance required for staff and volunteer roles and manage all administration related to clearances (criminal record checks and/or CSDs)
9. Liaise with the Safeguarding Officer and relevant Voluntary team staff to ensure all Area events have appropriate supervision and all relevant clearances are in place beforehand
10. Liaise with and support Area Safeguarding Co-ordinators as they implement Safeguarding policy and procedures in Area activities
11. Liaise with the Safeguarding Officer and relevant Education team staff to ensure all Exams, Courses and Choirs have appropriate supervision and all relevant clearances are in place beforehand
12. Manage the administration of safeguarding training for staff and volunteers and keep detailed records
13. Maintain the Confidential Cases recording system (using MS Excel, Word and RSCM database)

14. Manage the RSCM Safeguarding inbox
15. Manage workflow
16. Provide support with the review and re-drafting of policy documents, procedures, guidance and forms
17. Attend and provide administrative support for safeguarding related meetings (including the Safeguarding Co-ordination Group)