

Safeguarding Administrator

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£14,687 - £16,176 (£24,479 - £26,960 FTE) Diocesan Payscale Band 2.1 – 2.3
Hours:	Part-time: 21 hours per week
Contract:	Permanent
Location:	St John's House, 155-163 The Rock, Bury, BL9 0ND

Role Description

Purpose

To support the work of the Safeguarding Team, and the wider Diocesan Board of Finance, by undertaking a wide range of administrative duties.

Accountability and Key Relationships

The post holder will be line managed by the Deputy Diocesan Safeguarding Officer and will be based within the Safeguarding Team. The role will involve close collaboration with team members, and colleagues across the Manchester Diocesan Board of Finance (MDBF) and Manchester Diocesan Board of Education (MBDE).

The post holder will have key working relationships with a range of external stakeholders, including lay leaders, clergy, Archdeacons, Area Deans and Parish Safeguarding Officers.

Key Responsibilities

- Provide full administrative support to the Safeguarding team.
- Maintain the filing system, Myconcern system, and ensure new referrals and information is logged in a timely manner.

- Support the function of the Diocesan Safeguarding Panel, including organising and distributing paperwork and making arrangements for the meeting.
- Take minutes at Diocesan Safeguarding Panel meetings, Core Group meetings and Case Management meetings and any other meetings as required, ensuring accuracy before uploading to MyConcern.
- Support clergy, parishes and congregation members with general queries in relation to safeguarding policy and safeguarding training.
- Make necessary arrangements in relation to the provision of safeguarding training for clergy and parish officers and maintain accurate training records.
- Take initial calls from parishes in relation to safeguarding concerns relating to children and vulnerable adults at risk and ensure the Diocesan Safeguarding Officer is kept informed.
- Ensure accurate messages are relayed to the Safeguarding team.
- Arrange meetings including room booking and other arrangements as required.
- Support wider office duties, including covering reception during leave or busy periods on a rota basis or as required.
- To undertake other administrative duties as may be necessary.

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none">• Good level of education or strong administrative experience/ transferrable skills
Experience	<ul style="list-style-type: none">• Experience of working in an administrative capacity in an office environment• Experience of engaging with a diverse range of stakeholders with differing viewpoints• Experience of working in a safeguarding environment (desirable)
Knowledge and understanding	<ul style="list-style-type: none">• Understanding of (or willingness to learn) safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding• Understanding of the wide breadth of traditions and approaches within the Church of England (desirable)• Knowledge of Church of England Structures (desirable)
Skills and competencies	<ul style="list-style-type: none">• Excellent organisational and time management skills• Excellent communication skills, both verbal and written• Excellent interpersonal skills• Good IT skills with experience of Microsoft Office• Good administrative skills including minute taking• Able to work with a high degree of attention to detail• Total discretion in handling confidential material• Able to deal tactfully and sympathetically with the clergy and laity in Manchester diocese

Personal attributes	<ul style="list-style-type: none"> • Approachable, reliable and professionally empathetic • Committed to diversity, inclusion and racial justice • Sympathy with the aims and values of the Church of England
Work-related circumstances	<ul style="list-style-type: none"> • Flexibility to work occasional evenings and weekends • Willing to travel to other locations within the diocese for work purposes

Additional Information

Summary of Terms and Conditions of Employment

Employer:	Manchester Diocesan Board of Finance (MDBF)
Line Manager:	Deputy Diocesan Safeguarding Officer
Probation:	4-month probationary period
Hours:	Part-time (21 hours per week)
Salary:	£14,687 - £16,176 (£24,479 - £26,960 FTE) Diocesan Payscale Band 2.1 – 2.3
Contract:	Permanent
Pension:	MDBF offers membership of the Church Workers Pension Fund Pension Builder Classic product
Annual Leave:	30 days annual leave plus bank holidays (pro rata)

Application timetable

The closing date for applications is **Monday, 2 November 2026 at midnight**.

Interviews will be held on **Thursday, 12 November 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Eligibility and pre-employment enquiries

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.