

### **Role description for Safer Recruitment Administrator**

**Role:** To work alongside the Incumbent and Parish Safeguarding Co-ordinators, to administer the Safer recruitment process, request references and forward to the incumbent.

#### **Role Requirements:**

**To be:** To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

#### **To do:**

- Attend safeguarding training for Safer Recruitment as appropriate
- Use dedicated email address for all correspondence
- Send out Application form, Volunteer agreement form and Confidential Declaration form to all new volunteers, and where previously applied for a role in a different workforce (ie adults or children)
- Once received send out reference forms to referees and request responses are sent directly to the Incumbent. If returned to Administrator, forward on to the Incumbent.
- When the process has been completed, inform the relevant group leader and Vision Group leader
- Maintain up-to-date spread-sheet of all volunteers and their application process
- Maintain a file of applications for current volunteers and archive forms when they step down from their role
- To meet at least annually with the Incumbent and Safeguarding Officer, for support and supervision
- To read, adhere to and promote the church's Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church

**Reports to:** The Incumbent

#### **Agreement:**

I agree to being a Safer Recruitment Administrator at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other church policies.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved March 2023