

# Safeguarding Administrative Assistant

## General Synod of the Scottish Episcopal Church

<b>Salary</b>	£23,000-£26,000
<b>Contract</b>	Permanent
<b>Hours</b>	35 hours per week worked across 5 days. Some occasional evening or weekend work may be required with time off in lieu.
<b>Location</b>	21 Grosvenor Crescent, Edinburgh (usually three days a week in the office and as duties require) with occasional travel in Scotland.
<b>Annual leave</b>	28 days of annual leave, plus 10 public holidays

### **Purpose of this role**

The Safeguarding Administrative Assistant will play a key role in safe recruitment within the Provincial safeguarding Team of the Scottish Episcopal Church by helping to manage the Protection of Vulnerable Groups (PVG) scheme process, assisting with audit and compliance, data entry and ensuring the highest levels of accuracy and reliability are maintained and developed. You will assist church members, office bearers and members of Clergy with questions about PVG processes and associated matters. From time to time there may be a requirement to assist with administrative functions across the General Synod Office.

### **Who are we?**

The Scottish Episcopal Church (SEC) is a diverse church in the liturgical tradition, with approximately 300 congregations across Scotland. We are part of the Worldwide Anglican Communion. The General Synod of the Scottish Episcopal Church is a registered charity serving the Church at national (or 'provincial') level. The General Synod Office, with a staff complement of c.30, supports dioceses (regions), congregations, clergy and laity across Scotland and facilitates the governance of the Church.

By the end of 2025, the office of the General Synod of the Scottish Episcopal Church will relocate to new premises. These are likely to be in central Edinburgh, in close proximity to major transport hubs.

### **Who we're looking for...**

You should have demonstrable experience of administrative duties, ideally within a busy office setting, and the ability to manage work to set timescales.

You should be flexible and adaptable whilst having the ability to prioritise work and use your own initiative to make sound judgements within established parameters and

procedures. Due to the confidential nature of the information you may encounter in this role, tact, discretion and sensitivity are essential personal attributes.

## **Duties**

You will be responsible for:

- Receiving and answering telephone calls, dealing with queries, providing general information the work of the Safeguarding Team and referring more complex queries to the relevant person within the Safeguarding team.
- Assisting with managing enquiries by email, providing a response or forwarding to the correct person within the Safeguarding Team.
- Opening and sorting the mail daily, distributing this to the correct person within the Safeguarding Team.
- Maintaining records, including the electronic filing of documents.
- Managing and extracting information from emails, telephone calls, on-line applications and other sources and inputting such information to databases and record management systems.
- Maintaining Excel and other databases to ensure accurate and timely record keeping
- Providing administrative support for Safeguarding training events.
- Assisting with Safeguarding audit and assurance activities.
- Ensuring compliance with Health and Safety Regulations.
- Working collaboratively with colleagues across the General Synod Office to support the creation of a warm, pleasant, and hospitable working environment
- From time to time, you may be required to assist with other administrative duties within the General Synod Office.

This job description sets out the major duties associated with this role post. The postholder may be asked to take on additional tasks depending on the needs of the organisation. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post holder to undertake the new duties.

## **Key Relationships**

You will regularly interact with members of the Provincial Safeguarding Team, members of General Synod Office staff, SEC office bearers, Clergy and church members across Scotland.

We are an equal opportunity employer and invite applications from people of all backgrounds and from any faith or none.

## Person Specification

### Criteria

	Essential criteria	Desirable
Education	Educated to a minimum Scottish National standard	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of work within a busy office environment</li> <li>• Data entry to, and experience of databases including interrogating databases</li> <li>• Experience of using and understanding of computer systems and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of or awareness of the PVG scheme.</li> <li>• An understanding of the context of church life or charitable work, especially with volunteers.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• A sound working knowledge of MS Office products especially Excel, Word and Teams.</li> <li>• The ability to manage data from a range of sources eg email, telephone calls, applications and mailed items.</li> <li>• Strong organisational skills with the ability to work to tight timescales while maintaining very high standards of work</li> <li>• Ability to work on own initiative, seeking advice as appropriate.</li> <li>• Excellent communication and interpersonal skills to deal with enquiries in person, on the telephone and via email.</li> </ul>	
Attributes	<p>You will have/be:</p> <ul style="list-style-type: none"> <li>• A professional nature and be able to treat people with respect and empathy.</li> <li>• A flexible, positive, responsible, and well organised approach to your work.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The ability to establish and maintain good working relationships with a wide range of people.</li> <li>• A team player with a positive can-do attitude</li> <li>• Able to learn quickly and absorb information</li> <li>• Tact, diplomacy and the ability to handle sensitive information sensitively and responsibly</li> </ul>	
<p><b>Note:</b> The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder.</p>		

For an informal chat about this role, please send an email with your contact details to [pvg@scotland.anglican.org](mailto:pvg@scotland.anglican.org)

### Benefits

The General Synod of the Scottish Episcopal Church operates a non-contributory workplace pension scheme for its staff, with the opportunity for employees to contribute to a salary sacrifice pension scheme if they wish to. We also offer flexible working and family friendly policies.

### How to apply

Download the application form and send to [HR@scotland.anglican.org](mailto:HR@scotland.anglican.org). You are welcome to send a CV along with your application form; however, CVs will not be accepted in lieu of applications.

**Closing date** 5pm Wednesday 20<sup>th</sup> August 2025

**Interviews** Interviews will likely be held in week commencing 25<sup>th</sup> August 2025

### Pre-employment checks

We are committed to the safeguarding and welfare of all staff and volunteers. We use a thorough and rigorous recruitment and selection process to ensure this commitment is not compromised. Pre-employment checks include:

- PVG Scheme check (Basic disclosure)
- Two references, one of which must be from your current or most recent employer
- Eligibility to work in the UK

**Please note:** You must have the *unrestricted* right to work in the UK to be eligible for this post.