



**Safeguarding Administrator (Operational support)**

**APPLICANT BRIEFING PACK**

**September 2025**



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# ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

## Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

## The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.

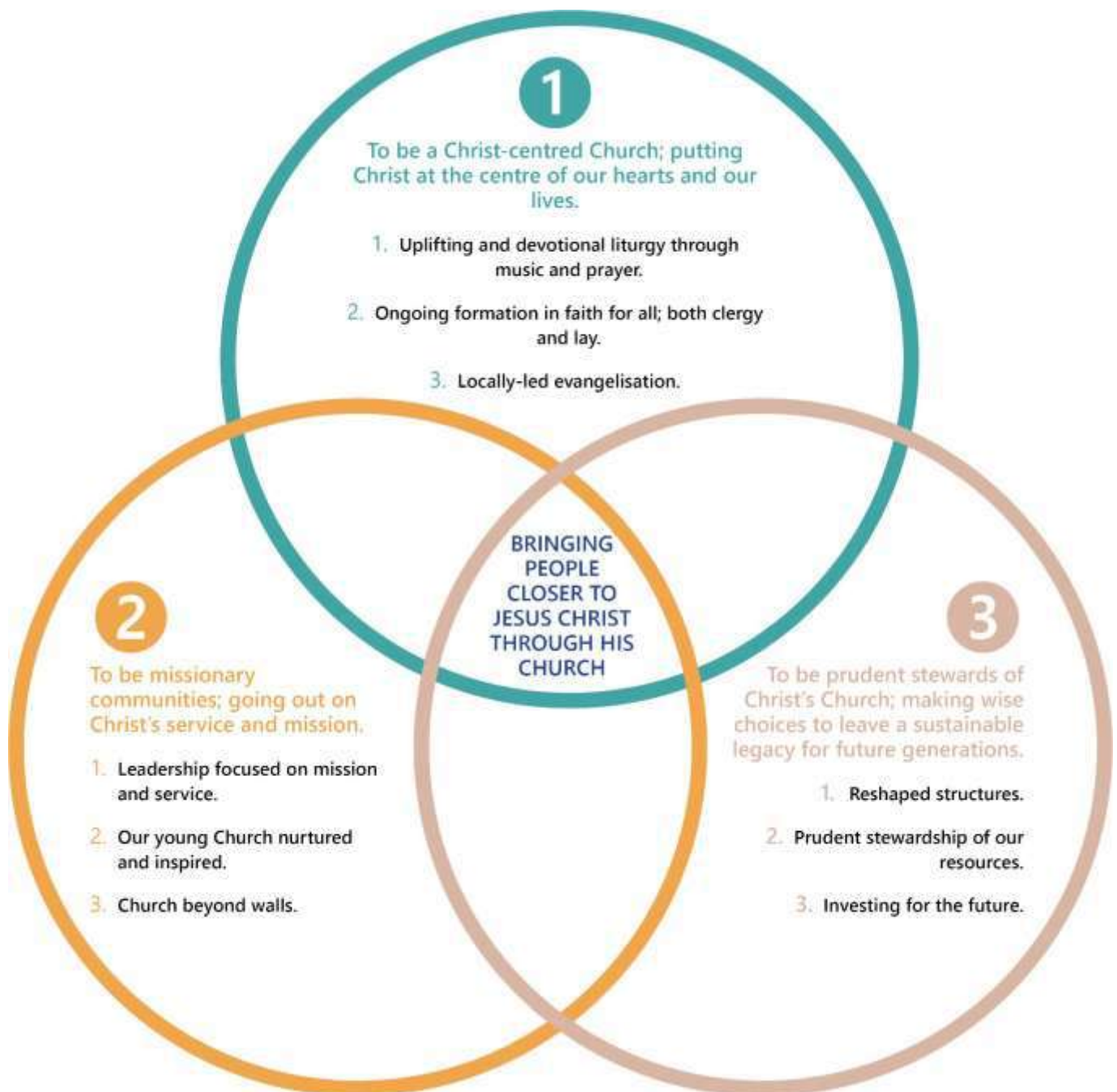




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## Ten-Year Mission Plan

*You Will Be My Witnesses* in summary



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## Role Purpose

To provide administrative support to the operational safeguarding team, including minute taking, tracking of actions, general meeting administration, administrative support to training events, updating electronic case records, management of electronic filing systems, diary management and responding to general email queries and telephone calls; signposting enquirers to the correct person/team.

Some out of office hours and travel may be required across the Diocese. This role is based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

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## Key Internal and External Relationships

- Parish Priest, clergy and Pastoral Area colleagues.
  - Parish teams.
  - Diocesan Teams - Finance, HR, Estates, Safeguarding, Communications and Governance
  - External suppliers and contractors.
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## Safeguarding Administrator (Operational Support) – Job Description

### Key Responsibilities

#### Main Duties

- Prepare minutes from internal and external meetings.
- Answer calls and respond to general emails.
- Maintain departmental action trackers and logs, providing updates as necessary.
- Update electronic case records in accordance with local recording standards and timescales.
- Support the operational safeguarding team, preparing chronologies and timelines of cases.
- Maintain electronic filing system.
- Support the Head of Safeguarding with information sharing requests, including collating information for statutory authorities and Data Subject Access Requests.
- Provide administrative support for meetings, including diary management and information packs for Board and Committee meetings.

- Provide administrative support for training events and internal forums.
- Support the review of existing paper records and prepare documents for electronic back record conversion.
- Undertake any other reasonable tasks associated with the roles, as requested.

### **Professionalism and values**

- Uphold and promote the ethos and values of the Catholic Church.
- Maintain a positive and flexible approach to work.
- Retain confidentiality at all times.

## **Safeguarding Administrator (Operational Support) – Person Specification**

| <b>Competence, Expertise and Knowledge:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Essential</b>                            | <ul style="list-style-type: none"> <li>• First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.</li> <li>• High degree of IT literacy including document formatting skills and good experience of using the Microsoft Office suite of tools and Adobe Acrobat.</li> <li>• Strong interpersonal skills with the confidence to deal with people at every level.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Self-motivated and flexible, with the ability to work as part of a team but also on own initiative.</li> <li>• Highly organised with an excellent attention to detail.</li> <li>• Ability to manage a high-volume workload.</li> <li>• Prior experience of a variety of administrative tasks including minute/note taking.</li> <li>• Experience of handling sensitive and confidential information and the ability to maintain a high degree of confidentiality and trust.</li> <li>• Valid driving licence and access to a vehicle.</li> </ul> |
| <b>Desirable</b>                            | <ul style="list-style-type: none"> <li>• Knowledge of the values and teachings of the Catholic Church.</li> <li>• Experience working in the charity sector.</li> <li>• Experience of working within the safeguarding arena.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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## Salary, Benefits & Location

Salary: £15,596 per annum pro rata (£26,000 FTE)

Hours: 22.5 hours per week over 3 days to be confirmed at interview

Contract: Part Time, Permanent

Location: Based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

Direct Reports: None

Travel Requirement: Some out of office hours and travel may be required across the Diocese; you will need a valid driving license and access to a vehicle.

## Benefits

25 days holiday plus bank holidays

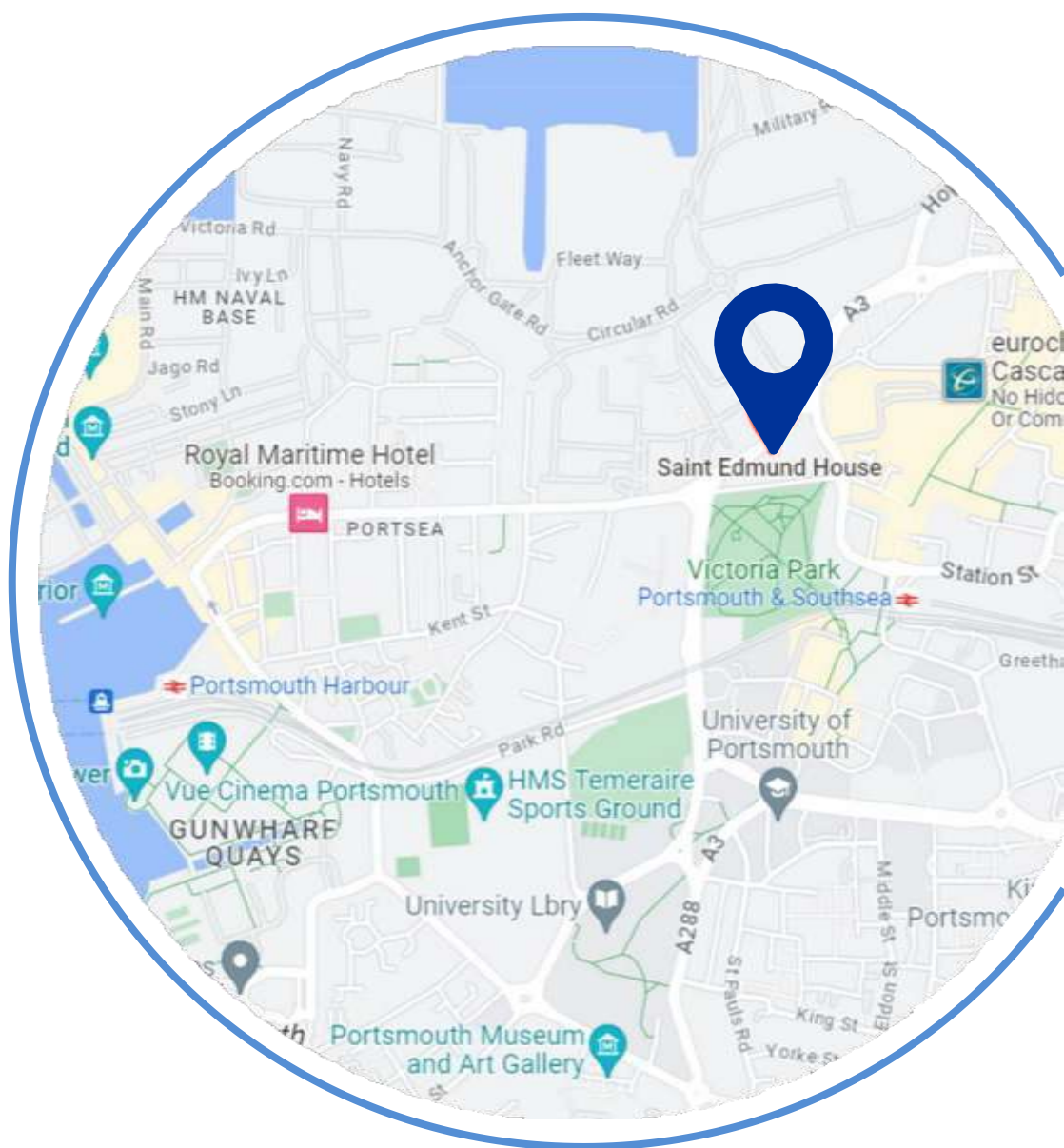
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

St. Edmund House,  
Bishop Crispian Way,  
Portsmouth,  
PO1 3QA



## How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'Safeguarding Assistant' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Sunday 9<sup>th</sup> November at 23.59pm.

## Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

