

Role Specification

Safeguarding & Executive Assistant

This is a developmental appointment. Full DSL training and a structured progression pathway are provided.

Role Details

Job Title	Safeguarding & Executive Assistant
Salary Band	O2 – Ops
Hourly Rate	£15.80 per hour
Annual Salary (FTE)	£30,864 per annum (FTE)
Pro-rata Salary	£9,481 per annum (15 hrs/week)
Hours	Part-time – 15 hours per week (approx. 2 days)
Location	Network-wide (across ROAR Church Network sites)
Reports To	Senior Leaders & Board of Trustees
Line Management	Site Safeguarding Leads (volunteer deputies at each site)
Contract Type	Permanent, subject to 6-month probation period
DBS Requirement	Enhanced DBS check required

Role Overview

This is a key strategic and operational role serving the ROAR Church Network across multiple sites. The post-holder will provide:

- **Network Safeguarding Leadership**
 - Ensuring a safe, compliant, and well-trained culture across all sites
- **Executive Assistant Support**
 - Enabling the Senior Leaders and Trustees to function effectively through high-level organisation and coordination

About this appointment

This role is offered as a developmental appointment at O2 level. We recognise that the ideal candidate may come with strong organisational and administrative skills, a heart for the church community, and a willingness to grow into the safeguarding responsibilities of the role. Full DSL training and ongoing professional development will be provided.

The role requires a highly organised, trustworthy, and spiritually mature individual who can handle sensitive matters with wisdom and discretion.

Key Responsibilities

1. Safeguarding Leadership (Network Level)

- Act as the Designated Safeguarding Lead (DSL) for the ROAR Church Network

- Oversee safeguarding across all sites, ensuring consistency and compliance
- Develop, implement, and annually review safeguarding policies and procedures
- Ensure safeguarding practices align with statutory requirements and best practice
- Manage and support Site Safeguarding Leads, including:
 - Regular check-ins and supervision
 - Ongoing development and support
 - Ensuring consistency across sites
- Respond appropriately to safeguarding concerns and:
 - Maintain accurate, confidential records
 - Liaise with statutory agencies (e.g. Social Services, Police, LADO)
 - Escalate concerns where necessary
- Act as an advocate for children and adults at risk within the church community

2. Safer Recruitment & Training

- Lead and oversee safe recruitment processes for staff and volunteers, including:
 - DBS checks
 - References and vetting
 - Role-based risk assessments
- Maintain central safeguarding records and compliance systems
- Coordinate and deliver safeguarding training:
 - Induction training for all new volunteers/workers
 - Ongoing refresher training
 - Specialist training for leaders
- Ensure all sites meet safeguarding training requirements

3. Governance & Reporting

- Provide regular safeguarding updates and reports to Senior Leaders and the Board of Trustees
- Ensure safeguarding is embedded within governance structures
- Stay up to date with changes in legislation and best practice

4. Executive Assistant

- Provide high-level administrative support and assistance to Senior Leaders and Trustees, including:
 - Diary and meeting coordination
 - Preparing agendas and taking minutes
 - Managing key communications
 - Organising network events and key dates
- Support the smooth running of leadership and governance structures
- Assist with documentation, reporting, and internal systems
- Act as a central coordination point across the network

Person Specification

Essential

- A committed Christian with a clear personal faith in Jesus Christ
- Strong alignment with the vision and values of ROAR Church Network
- Proven ability to handle confidential and sensitive information with integrity

- Experience or working knowledge of safeguarding practices
- Strong organisational and administrative skills
- Experience coordinating teams or volunteers
- Excellent communication skills (written and verbal)
- Confident IT skills (e.g. Microsoft Office, databases, email systems)
- Ability to work independently and manage time effectively across a part-time schedule
- Willingness to undertake formal DSL training and ongoing professional development

Desirable

- Previous experience as a Designated Safeguarding Lead or similar
- Experience working within a church, charity, or multi-site organisation
- Knowledge of UK safeguarding legislation and frameworks
- Experience supporting senior leadership or trustees

Key Qualities

- High levels of integrity and discretion
- Pastoral sensitivity balanced with professional boundaries
- Proactive and solution-focused
- Relational and able to build trust across multiple sites
- Detail-oriented with strong follow-through

Terms & Conditions

- Part-time role: 15 hours per week (flexible working pattern)
- Some flexibility required for urgent safeguarding matters
- Appointment subject to Enhanced DBS check
- Ongoing safeguarding training required as part of role development
- Probation period: 6 months

Summary

This role is central to building a safe, healthy, and well-governed church network, while also strengthening the operational effectiveness of senior leadership. It combines spiritual maturity, practical administration, and a growing safeguarding expertise to serve the whole network.

We are committed to investing in the right person for this role. Full training, ongoing support, and a clear development pathway are at the heart of this appointment.