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**SAFEGUARDING ADMINISTRATOR**

Alresford, Winchester

2 Year Fixed Term Appointment

f**ull time, salary £25,342 pa**

**(plus 15% pension contribution)**

The Diocesan Safeguarding Team supports parishes and senior clergy to safeguard children and adults who may be at risk of abuse and neglect, and those in abusive relationships.

We are looking for a Safeguarding Administrator to support the Diocesan Safeguarding Manager with implementation of policies and procedures, the maintenance of casework documentation, content management for the safeguarding webpages and administrative support to the Diocesan Safeguarding Team and Safeguarding Panels.

* 35 hours a week with 25 days holiday pa
* Own transport essential due to our location
* Application pack is available at: <https://www.winchester.anglican.org/vacancies/category/diocesan-office-vacancies/>
* Own transport essential due to our location

**Application closing date: 1.00 pm on 11 January 19**

**Interview date: 15 January 18**