
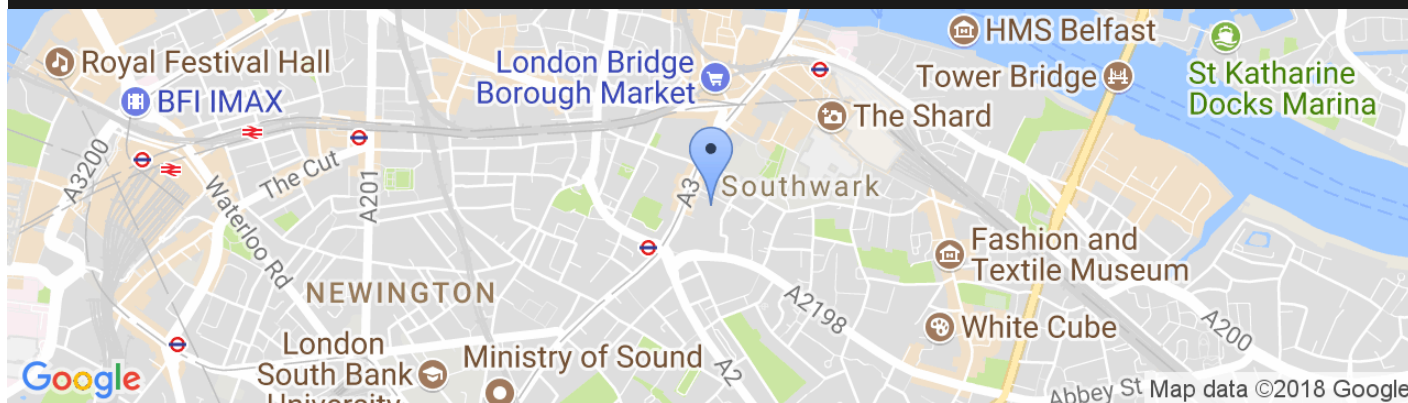


Work for the Diocese of Southwark!

Safeguarding Training Administrator



 Location: London, United Kingdom



Salary/Stipend: £26,000 per annum, pro rata

Post Reference: cofe/TP/2997/311

Contract Type: Permanent

Expiry Date: 28th January, 2018

Overview: If you are a strong administrator with excellent IT skills, the ability to effectively prioritise and manage your workload, and you are looking for a challenging and rewarding role, then this may be the opportunity for you.

Post Introduction:

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.

As a vital part of the safeguarding team, the Training Administrator supports the department through a variety of tasks from the booking and administration of safeguarding training courses run by the Diocese and content management of training webpages through to the maintenance of a safeguarding training record database.

This is a part-time position working 17.5 hours per week and is based at the Diocese of Southwark, London Bridge SE1.

The closing date for this vacancy is **Sunday, 28th January 2018**. Interviews for shortlisted candidates will take place on Wednesday, 7th February 2018.

To apply for this post visit www.cofepathways.org and enter [cofe/TP/2997/311](https://cofe.org.uk/TP/2997/311)

Region / Division: Southwark | **Organizational Unit:** Diocesan Employed Posts

