



## **DBS Coordinator**

### **Voluntary Role - Part-time (2-3 hrs per week)**

A DBS Coordinator position is opening as we seek to grow and develop our Chanctonbury Churches Safeguarding Team with excellence.

In a growing church with an increasing number of volunteers, our hearts are to provide incredible atmospheres within a safe environment. The DBS Coordinator plays an essential role in ensuring that the safeguarding of our children and vulnerable adults is covered through DBS checks and references. We receive the personal details of volunteers and staff wishing to work with children and/or vulnerable adults in our churches, which then begins a process of checks, searching for relevant information relating to risk towards children and/or vulnerable adults before they are allowed to start working.

The successful candidate must be comfortable with learning new software systems to process these digitally. High levels of confidentiality and sensitivity are required in this role, as well as the ability to make decisions regarding the appropriate form of DBS checks.

Effective communication skills are essential, as the coordinator will be required to be in good communication with those undergoing their DBS checks, as well as liaise readily with reference providers throughout the process.

If you would like to explore this role further, please contact the Safeguarding Officer by email - [safeguarding@chanctonbury.org.uk](mailto:safeguarding@chanctonbury.org.uk)

### **See below for Main Responsibilities**

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## **Main Responsibilities**

### **Liaising with Team Leads**

Being available to receive key contact information and DBS requirements for new volunteers and staff members looking to serve in the church. These will come via our team leads across the church for roles specifically working with children and vulnerable adults.

### **Starting Applications**

Sharing the information as needed with the DBS applicant, providing clear steps as to what they need to do and how they need to do it. We are looking to automate much of this section to reduce the time needed in processing increasing quantities of DBS checks, and assistance will be appreciated in getting this setup through ChurchSuite.

### **Reviewing ID Check**

Arranging to meet with those processing their DBS checks to certify their ID documents and receive their completed self-declaration forms and answer any other questions they may have.

### **Completing Applications**

Working online through our DBS check program to complete applications in line with information provided by the team lead who referred them pertaining to the specific role.

### **Processing References**

Posting references to those provided with stamped addressed envelopes enclosed. Providing team leads with the references for review, sign off and completion.

### **Filing**

Filing all documents safely at the church office and updating the online database of DBS applications. Liaising with the Parish Safeguarding Officer with any questions or issues throughout the process.

### **Update Service**

Walking the DBS candidate through the update service procedure to ensure that moving forward the renewal process is simple for them and for us.