

Job Description

Title: DBS Administrator	Reports to: Business Support Manager
Salary: £9945 per annum	Direct Reports: None
Hours: 22.5 hours per week	Work pattern: 3 days per week (core hours)

Key responsibilities:

The purpose of this post is:

- To oversee the DBS service Momentum provides
- To support wider administrative functions of Momentum and work as part of the Momentum team

Level of Authority:

The post holder is able to identify and select solutions to issues but must obtain approval for any decisions that fall outside of day to day procedures.

Outcomes / outputs

To manage the Momentum DBS service

To act as a countersignatory for Momentum.

To deal with all incoming DBS applications – checking for accuracy and compliance – within the agreed time frames and in line with the DBS procedures.

To log all applications on to the appropriate database – ensuring that invoicing information is correct.

Liaise with the Finance Officer regarding invoicing for DBS applications when required.

To handle all DBS applications and information in accordance with Data Protection Act requirements.

To ensure that Momentum is compliant with the requirements of the Disclosure and Barring Service and the DBS Code of Practice.

Identify and report directly to the Chief Executive any ongoing issues relating to compliance.

To support the users of our service to be compliant with the requirements of the Disclosure and Barring Service and the DBS Code of Practice through the provision of guidance from the DBS, advice and training.

To keep the Momentum team and all users of our DBS service up to date on changes to DBS guidance and legislation.

Strengthen relationships with members with clear and consistent communication

Liaise with Voluntary Norfolk's Charity Backroom personnel around online DBS applications as required.

To provide training to users of our DBS around compliance and evidence checking

Complete a quarterly report on the use of the DBS service for the Chief Executive / Board of Trustees

To support wider administrative functions of Momentum and work as part of the Momentum team

To support the Business Support Manager by taking on wider administrative work, particularly around the small grants scheme and Voluntary Sector Forum, when capacity allows.

Incoming telephone calls are dealt with politely and customers are given the correct information, redirected or message taken as appropriate

Provide reports to the Chief Executive as requested.

All policies and procedures of Momentum are followed

Contribute to the smooth running of the office and work as part of the team.

Performance Indicators

All DBS applications are logged within 3 working days of receipt.

Any compliance or accuracy issues are identified to the applicant / organisation within 3 working days of the receipt of the application.

Momentum remains compliant with DBS the Code of Practice and Disclosure and Barring Service.

The team and users of our service are kept up to date in changes to compliance.

Feedback from our customers regarding the service provided around DBS is positive.

All DBS applications, evidence checking and ID checks are correctly invoiced for.

80% of training evaluations show that participants have increased their knowledge, gained confidence and gained practical skills as a result of the training.

Reports are provided to the Chief Executive by the agreed deadlines.

There is evidence of additional administrative tasks being completed.

Actions from supervision and team meetings are completed in a timely fashion.

Policies and procedures are adhered to.

Positive relationships are maintained within the team and with our customers.

The Business Support Manager will discuss your outcomes as part of supervision, which is held every 6 weeks.