



## DBS Administrator

### Job description

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**Job Title:** DBS Administrator

**Salary:** £21589 – £23,836 pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

**Reports to:** Senior Manager for People and Culture

**Location:** Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

**Hours of work:** 15 hours per week

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### We are committed to equity, diversity, and inclusion

Oxfordshire Youth warmly welcomes applications from working people of all ages, the global majority, trans and non-binary people, and people with disabilities.

Your potential to learn and grow in the role is important to us. If you know that you would be an asset to our team we want to hear from you even if your CV isn't a 100% match with the job description. We nurture our work culture, creating a community that is safe, open, inclusive, and where all team members are valued and feel a sense of belonging.

## **Job purpose**

You will lead on Disclosure and Barring Service (DBS) administration for Oxfordshire Youth. Plus, other administrative support for Oxfordshire Youth.

We are looking for someone who has excellent communication, organisational and IT skills. You will have exceptional attention to detail and be accurate and meticulous in your work. You will bring an enthusiastic and proactive approach to teamwork; the ability to prioritise workload and having a flexible, adaptable attitude will be needed in this busy role. Passionate about quality and always organised in your approach, you will be eager to make a lasting contribution to this dynamic and forward-thinking team.

### **Key responsibilities**

- To lead on the administration of the DBS procedure, including supporting member organisations to fill in DBS forms, processing these forms and answering queries regarding the process.
- To provide excellent administrative support to key roles throughout the organisation, including but not limited to the CEO and board of Trustees. This will include organising and supporting HR administration and ensuring the office is managed to a high standard, amongst other duties.

### **DBS Administration**

- To receive and process DBS application forms, checking eligibility against criteria, inputting data and liaising with partners.
- To distribute application forms and guidance to partner organisations.
- To ensure that the DBS applications are checked in a timely, accurate and appropriate manner.
- To liaise with DBS services and relevant bodies in order to monitor the progress of applications.
- To ensure that accurate records, both manual and electronic, are maintained and to provide an appropriate disposal service of confidential material.
- To take responsibility for own learning and development.
- To issue invoices and keep up to date and accurate records of these.
- Promotion of the service to other youth organisations and community groups.
- Any other duties commensurate to the post.

### **Office Administration**

- To lead on the DBS office administration for Oxfordshire Youth including, but not limited to;
- To respond to enquiries through post/email and telephone in a prompt, professional and appropriate manner.
- To produce correspondence and other communications.
- To ensure maintenance of paper-based and digital filing systems.
- To develop and maintain administrative processes and procedures, while continually monitoring and looking to improve effectiveness.
- To assist in the preparation of organisational policies and procedures.
- To work closely with the Research, Research and Impact Manager to ensure that OY remains GDPR compliant.

- Other administrative duties as required by the wider organisation, including HR and finance based tasks.

## **Our Culture**

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

***This job description is subject to amendment following discussion with the post holder.***

***Specific tasks and duties will be shared at the interview and during the induction process***

## **What we are looking for**

- Meticulous attention to detail and a natural enthusiasm for completing work to the highest of standards
- Experience in managing databases and complex administrative processes
- Understanding of best practice and GDPR requirements
- Ability to build effective relationships internally and externally
- Experience in an administration role

- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

#### **Other desirable skills**

- Monitoring and evaluating experience
- Previous experience working in the not-for-profit sector

**Closing date for applications: Wednesday 22<sup>nd</sup> November 2023**

**Interviews to be held: Interviews to be held on the 30<sup>th</sup> November 2023**

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.