

31:8 Lead or Additional Recruiter - Volunteer Role Description

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the procedures of the relevant safeguarding policies and attend all required safeguarding training.

Name of benefice	
Role title	31:8 Lead Recruiter or 31:8 Additional Recruiter
Main purpose of the role	To manage and process the DBS checks for parish roles requiring a satisfactory DBS check.
What you will be doing	Working on behalf of every PCC across the benefice: • Work collaboratively with the other 31:8 Recruiters to administer the DBS checks for all parish roles requiring a satisfactory DBS check. • Use the 31:8 online software portal to invite volunteers to make their DBS application, verify the details in the applications, record the ID documents checks, set the level of the check required for the role(s), monitor the progress of the application if requested and access the result snapshots of the DBS checks. • Ensure that personal data is shared only when necessary and is stored securely, in accordance with privacy and confidentiality policies. • Be aware of and comply with all relevant safeguarding requirements. • Liaise as necessary with the Diocesan Safeguarding Team, and to seek their advice when needed. • Attend meetings for your support, guidance or supervision. • Attend additional training sessions required for this role.
When and where you will be doing it	This role may be hybrid where a parish office space is not available, and privacy is available at home. Meetings for ID document verification will usually happen in either the parish offices, hall or church settings.
Disclosure & Barring Service (DBS) Requirements	Basic level DBS check.
Who you will be responsible to	The Incumbent of your benefice, with functional reporting to the 31:8 Lead Recruiter or Parish Safeguarding Officers. If both these posts are in vacancy, this role is responsible to the Rural Dean and churchwardens.
Training requirements	Safeguarding Core Pathway, up to and then maintained at Foundations level. Safer Recruitment and People Management.
Support you will be given	Regular supervision and support meetings with, depending upon the benefice structure, the Lead Recruiter or Parish Safeguarding Officer or Incumbent. On-going support and training opportunities will be provided by the Diocesan Safeguarding Team and Thirtyone:eight.
General information	Further information on DBS checks in the Diocese of Hereford can be found on our webpage Safeguarding - Diocese of Hereford and on the Thirtyone:eight website DBS Service - Thirtyone:eight

31:8 Lead or Additional Recruiter – Volunteer Role Person Specification

This document describes the skills, experience, and attributes that a person needs to carry out the above role.

- Understands and maintains appropriate boundaries of confidentiality.
- Has access to the internet and is confident and successful using email.
- Has excellent administrative skills, with good computer skills.
- Has good communication skills, both written and spoken.
- Treats everyone with respect and dignity.
- Work collaboratively and constructively with other colleagues, being approachable and personable.
- Understands the value and place of a DBS check within the Church of England's Safer Recruitment and People Management code of practice.
- Is willing to develop skills further and to engage with training opportunities.
- Complete the mandatory Church of England safeguarding training modules and renew every three years.

31:8 Lead Recruiters are required to hold the role of Incumbent or Parish Safeguarding Officer; with the corresponding additional training and experience of safeguarding in a parish context. They will be responsible for responding promptly to any snapshot results indicating a disclosure or blemish and reporting it without delay to the Diocesan Safeguarding Team.

Approved by:

Lisa Anderson, Diocesan Safeguarding Officer

Date:

17/08/2026