**LEAD RECRUITERS ROLES AND RESPONSIBILITIES**

Role Requirements

* They will need to be someone with a regard to confidentiality and be trustworthy
* Must be computer literature and have easy access to a laptop/desktop computer, or IPad .
* The Lead Recruiter will need to have an email address and be able to send and receive emails, for security reasons the Lead Recruiter and any assistant known as a Recruiter are not able to use the same mail address.
* The Lead Recruiter will be the contact person between thirtyone:eight and the parish

Lead Recruiter Role tasks

1. Processing On-line applications

* The Lead Recruiter sends an invite email to the applicant which should include the following details:

a. Attach the thirthone:eight dbs application online guidance

b. Your organisation Reference number and the Organisation Passcode

c. The role/position the applicant is applying for

d. Information which states that once they have completed the online

application form they will need to contact the Lead or Recruiter

to arrange for the identity documents to be checked

2. Checking ID using the online system

* The Lead Recruiter will check the applicant's evidence of identity from original documentation and add this information to the online DBS application
* Ensure that the applicant provides details of all names by which they have been

known and all addresses where they have lived in the last 5 years

* If any of the information stated on an online DBS application is incorrect this can be amended by the Lead Recruiter (with the applicant’s consent)
* The Lead Recruiter will amend any incorrect information on the online DBS Application form (with the applicant’s consent)

3. Completing Section Y

* Complete section Y which asks what level of check is required, which workforce is the role applicable too, if the role is eligible for information relating to the barring lists and if the role is paid or voluntary
* Complete the role description box
* Approve and electronically send the application to thirtyone:eight
* A Lead Recruiter can amend any part of the application up until it has been countersigned by thirtyone:eight . The Lead Recruiter is the only person that can complete section Y on the applications, approve and send the applications to thirtyone: eight, track applications and monitor results.

Please note: when a dbs disclosure is issued to a paid worker/volunteer the number and date of issue of the disclosure should be recorded in the safer recruitment records the parish hold. It is the parishes’ responsibility to work out who will be responsible for maintaining and updating safer recruitment and dbs records.