



# Task Descriptions

## England Touch Master Disclosure Manager

The Disclosure Manager is the principal contact for the England Touch Association (ETA) in relation to our TMG CRB service contract. TMG is the umbrella body for the Disclosure and Barring Service (DBS). TMG CRB has developed an online criminal record check application utilising the DBS's e-Bulk interface, which allows England Touch to utilise electronic submission of criminal record check applications for our own workforce and affiliate member organisations. The role will provide remote management support and work collaboratively with committee members, providing capacity as follows;

### Responsibilities and Duties

Include (but are not limited to):

- Contract Manager
- Create/remove new Disclosure Managers
- View all Disclosure applications and outcomes
- Access to all organisation reports
- Responsible for CRB Code of Practice compliance
- Create/remove Verifiers
- View limited Disclosure outcomes
- Access to limited organisation reports
- All Disclosure Verifier functions
  - Verify ID
  - Confirm eligibility criteria met
  - Determine check level
  - Ensure payments made
  - Monitor application progress
  - Access to limited organisation reports

### Knowledge and Skills Required

- Pro active project management
- Prepare and deliver appropriate reports and briefings
- Prioritise and manage own workload
- Maintain safe working practices
- Utilise ICT software effectively
- Analyse information efficiently