



# Task Descriptions

## England Touch Disclosure Verifier

The Disclosure Verifier will verify applicant ID documentation 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 administrative support and work collaboratively with applicants, providing as capacity allows;

### Responsibilities and Duties

Include (but are not limited to):

- Verify ID's
- Confirm eligibility criteria met
- Determine check level
- Ensure payments made
- Monitor application progress
- Access to limited organisation reports

### Knowledge and Skills Required

- Pro active administration
- Record and collect data accurately
- Prioritise and manage own workload
- Maintain safe working practices
- Utilise ICT software effectively
- Analyse information efficiently