

Safeguarders Panel Team Administrator

Job Title: Administrator

Reference number: CFS25 -18

Location: Edinburgh

Closing Date: 21st July

Interview Date: It is anticipated that interviews will be held week beginning 28th July

Salary: £22,932 - £24,100

Post Type: 35 hours per week (full-time)

Children First - Vision and Values

Do you want to help create a safer, more compassionate Scotland where all children can grow up safe, loved and respected?

Children First, Scotland's national children's charity, is seeking to appoint a **Safeguarders Panel Team Administrator**. By joining our team, you will fulfil a vital role in supporting colleagues in helping us stand up for children, keep them safe and support them to recover from trauma and abuse through our national and local services. We help children, their families and the people that care for them by offering emotional, practical, and financial support. We give children hope and a safer, brighter future. support line.

Our core values guide how each one of us works in our individual day to day job:

- With love, we put children first.
- With purpose, we transform children's lives together.
- With strength, we do whatever it takes to protect Scotland's children.

The Role

This role is based at Edinburgh, with flexibility to work remotely at times, depending on the needs of the role and team, the post holder is required to provide a broad range of administrative support functions to the Safeguarders Panel Team to ensure strong delivery of all aspects of the service contract.

Key Results Areas

- To provide a comprehensive administrative support to the team and service including monitoring shared Safeguarders Panel Team inbox; co-ordinating diaries; minute taking; organising meetings; scanning; filing; formatting and opening mail as required.
- To support the administration required to maintain the performance monitoring framework for Safeguarders including the creation, maintenance and updating of confidential records and files. Using MS Office 365 applications (i.e. Word, Excel, Outlook and Teams) and systems specific to Children First (i.e. Dynamics database).
- To support the administration of Safeguarder fees and expenses, organising travel and accommodation for Safeguarders and staff where appropriate.
- To support the Contract Co-ordinators in the strong delivery of the contract by organising training, events and support sessions and supporting the recruitment of Safeguarders.
- To undertake administrative processes for the allocation of Safeguarder appointments, meeting contractual obligations.
- To ensure that all information is secured and managed sensitively by effective compliance with Children First General Data Protection Regulation (GDPR), confidentiality, and information sharing policies and related legislation.
- To assist with the maintenance of data systems to produce statistical reports and support Contract Co-ordinators in the strong delivery of the contract.
- To support communications of the Safeguarders Panel Team, including using Mailchimp system to send emails and updating Safeguarders Panel webpages.
- To handle enquires from Safeguarders, staff and external contacts at all levels, including providing cover for Children First frontline reception services as and when required, responding to and fielding telephone calls as appropriate.
- To order and maintain stationery and other office supplies.

ADDITIONAL DUTIES

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be appropriate and compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

ADDITIONAL RESPONSIBILITIES

- To be committed and adhere to Children First vision, mission and values.
- To comply with Children First code of conduct (All Children First staff).
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children First Participation Standards.
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children First Volunteer Development Policy.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.

Person Specification

Need to Have (Qualifications and Experience)	Need to Show (Skills)	Need to Know	Need to Be
Experience of office administration, or a qualification in office administration	<p>Well-developed organisational skills, with the ability to prioritise tasks and work to tight deadlines</p> <p>Effective team working both in an office and remote environment</p> <p>High level of accuracy and attention to detail</p> <p>Excellent communication and interpersonal skills</p> <p>Discretion and understanding of confidentiality</p> <p>Ability to work under pressure and adopt a flexible approach in response to new challenges, while using initiative to get tasks done effectively</p> <p>An awareness of and interest in the work of Children First</p> <p>A commitment to the Children First vision, mission and values</p> <p>Commitment to and understanding the principles of participation</p> <p>Commitment and promotion of equal opportunities and anti-discriminatory practices at work</p>	<p>Proficiency in office systems</p> <p>Advanced level IT skills (full Microsoft Office Suite - Word, Excel, PowerPoint, Outlook, Teams etc.)</p>	<p>Flexible in approach to work</p> <p>Committed to and understand the principles of working with volunteers, or within the voluntary/charitable sector</p> <p>Committed to Children First approach and the relational nature of our work</p> <p>Confident and able to form effective and credible relationships with all levels of staff</p> <p>Highly committed, proactive and self-motivated, with ability to use own initiative and work with minimal supervision</p> <p>Aware of personal responsibility in relation to health and safety</p>

