

Administrator



Information for Candidates



CHILDREN ^{Fi}FIRST

Safeguarders
Panel Team

Hello from Sarah-Louise Davies, Service Manager, Safeguarders Panel Team

Hello. I am delighted that you might be interested in joining our team at the Safeguarders Panel Team (SPT) here at Children First. If you are passionate about children's human rights and their best interests within the Children's Hearing system, then we could be a perfect match.

I joined Children 1st in May 2021 as a Service Manager for SPT. Since then, I have been helping to implement our strategy focused on advancing children's human rights across the service. I also currently manage our Core Team and lead the recruitment of new Safeguarders. My aim is to support the team, and any new members, in being the best they can be.

Our team is a good size - not too big, so we stay well connected –but we are still large enough to make a real difference and transform the lives of Scotland's children.

The role of the Safeguarder is an important one within the Children's Hearing system.

We want to ensure that children are matched with a Safeguarder when they need one most, with their human rights and best interests at the heart of every decision. Our team also supports Safeguarders to ensure their practice has a positive impact on the lives and outcomes of children and families.

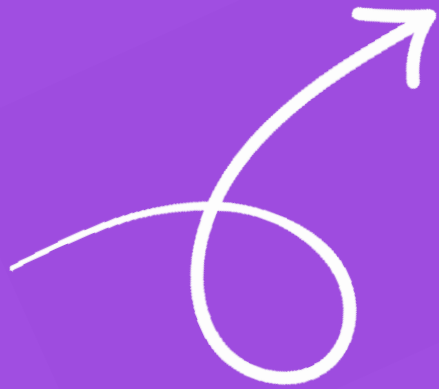
We have a fantastic, supportive team at SPT who are passionate about children's human rights. We are all very excited about the work we do and the plans we are working towards.

Thank you for considering applying for this role within our team.

Sarah-Louise



Our Vision and Strategy



Our vision for the Safeguarders Panel is to be:



Excellent - We will aspire to and support excellence



Transparent - We will be fair, equitable and accessible



Accountable - We will stand up to scrutiny through ownership of our actions



Respectful - We will be respectful in all relationships and respect the roles and responsibilities in the Children's Hearings System

Our Team

We have three key areas of the team:

The Core Team



The heartbeat of our service. They look after allocations, fees, recruitment, registration and all aspects of administration that keep our service going.

The Senior Leadership team

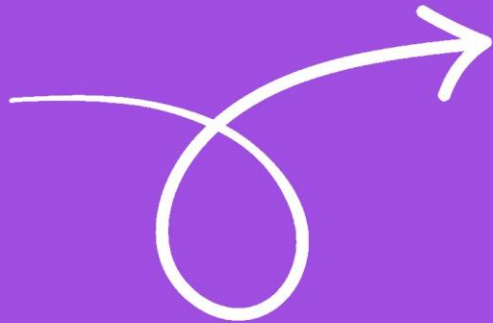
Leading and managing the service on behalf of Scottish Government.

The Support Managers

Provide support to and monitor the practice of Safeguarders to ensure they are meeting the Practice Standards.

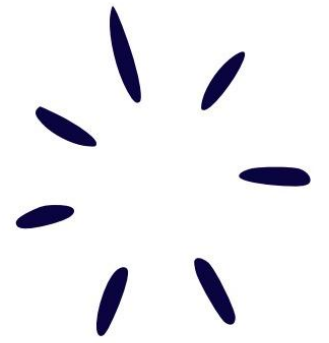


What some of our team say about working for our Children First Safeguarders Panel Team



“The best thing about working for SPT is the people I work alongside. We are a close-knit team, and everyone is very supportive and knowledgeable. Although we are not working directly with children and families in this role, it is a rewarding role knowing that we are supporting Safeguarders who are doing great work to support children.” Jenny

“Working with the SPT ensures that every day is a learning day! the work we do is complex and challenging but being part of a supportive team offers me the confidence in what I do. Knowing the work I do is key to children and families receiving the highest level of service from the National Safeguarders Panel Team gives a sense of satisfaction in terms of being a part of something whose core ethos is to keep the children at the centre of what we do and how we protect their best interests.” Ricky



“As well as genuinely wanting what's best for the children and families with whom our Safeguarders work, the SPT team is an incredibly supportive and friendly group of colleagues”
Claire



This Role Within the Team



Administrator

Our Safeguarders Panel Team has grown and evolved over recent years, and we are looking for looking for someone to join our Core Team as an Administrator.

The Core Team are the heartbeat of our service, and the Administrator will contribute to the team by providing a broad range of administrative support functions to the Safeguarders Panel Team, to help ensure that our processes run effectively and efficiently, and in the best interests of the child.

Relationships are at the heart of everything that we do, and the Administrator will have regular contact with others within the team, as well as with key partners within the Children's Hearing System and other relevant professionals. This role will require good organisational and communication skills, and the ability to adopt a flexible approach in response to new challenges.

We need someone who is committed and passionate about the rights of children, and who shares our values and vision. We are looking for someone who is a real people's person and has the intuition and drive to deliver on our ambitions, to help the team to support Safeguarders in their role, and work towards the best outcomes for children and young people.

Some Other Questions You Might Have

Wellbeing and Balance

We have some flexible working protocols. Our core hours are 9am to 5pm, and our core days (when we'll organise team meetings, etc) are Wednesdays.

Geography and location

Our office base is in Edinburgh. This role will involve a combination of office working and some home working, depending on the needs of the service. There will be an expectation to work from the office whenever required, as well as for team meetings and some training days.

Diversity and inclusion

We seek to tackle all forms of discrimination both internally and externally. We recognise that we are not yet as fully representative as we want to be and we are challenging ourselves every day.

Learning and Development

Learning and Development is important to us and our team. We hope it's important to you too. We are keen that we engage in learning and continued professional development.

The Process and Timetable



This is a two-way process

We know this is a big decision and that you'll be assessing us and making important decisions about your future. We've designed a process to allow both of us to get to know each other.

Closing date – Monday 21st July 2025

Interview – w/c 28th July 2025

Panel interview - (on Teams) involving a Q&A and a task



