

Job Description

	For HR use only	Vacancy Ref No: 0409
Directorate	Children, Young People and Learning	
Service and Team	Childrens Services	
Post Title	Safeguarding Partnership Administrator	
Grade	6. Part time x 3 days per week	
Reports to	Safeguarding Childrens business Manager	
Responsible for (employees / equivalent)	0	
Job Purpose		
<p>To provide business support services to the Safeguarding Children's Partnership, the Children and Young Peoples Partnership Board and the associated subgroups and task and finish groups.</p> <p>To support the partnership arrangements so they can fulfil their statutory requirements and to promote best practice.</p>		
Job Content		
<ul style="list-style-type: none">• Plan, organise and deliver own work to provide effective information and business support.• Organise and support meetings and events, including producing minutes from meetings and following up actions.• Identify and organise information for inclusion in reports/documents/recommendations or to provide answers to related queries.• Create documents, reports, correspondence, and other materials as required.• Provide advice, guidance and support for processes and procedures within your area of responsibility.• Working with the Business Manager to support projects. Be able to co-ordinate activities within small projects.• Quality check documents, records and presentations.• Monitor and process financial or budgetary information.• Maintain and develop the safeguarding partnership website.		
Climate Change Values and Behaviours		
<p>We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles, and increasing our recycling.</p>		

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	Office based within Quadrant, North Tyneside Council with some home working an option.
Working Requirements and Arrangements	The post is for 3 days (22.2 hours)
Physical Requirements e.g. driving, lifting, and handling	
DBS and Safeguarding Checks required	
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	Knowledge of multi-agency working and the functions of a safeguarding partnership.		Application/interview.
		Knowledge of relevant safeguarding legislation, statutory guidance, processes, policies and procedures.	Application/interview.
Qualifications and	Educated to A level		Application

<p>Training including Professional Registrations</p>	<p>standard or equivalent.</p>	<p>Educated to degree level or equivalent.</p> <p>Project management qualification.</p>	<p>Application</p> <p>Application</p>
<p>Skills & Experience</p>	<p>Relevant and practical experience acquired through training and job experience.</p> <p>Excellent ICT skills including use of Microsoft and specialist systems which support record keeping.</p> <p>Good planning and organisational skills, with an ability to prioritise workloads, monitor and evaluate work to ensure deadlines are achieved.</p> <p>Numerate and accurate with a good attention to detail.</p> <p>Initiative and judgement to identify and resolve any problems.</p> <p>Excellent written and verbal communication skills and the ability to build relationships across multi-agency partners.</p>	<p>Budget/financial</p>	<p>Application/interview</p> <p>Application</p> <p>Interview</p> <p>Interview</p> <p>Application/interview.</p> <p>Application/interview.</p> <p>Application</p>

		<p>monitoring at an appropriate level for the role</p> <p>Experience in the maintenance and development of websites.</p>	Application
Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money		
Special requirements			
Factor	Essential		Assessment method
Occupational Requirements under the Equality Act 2010			
Factor	Desirable		Assessment method

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.