



Role Profile

Job Title: Partnership Community Safety Co-ordinator	Role Profile Number: BSN129
Grade: L Grade Salary:	Date Prepared: July 2022
Directorate/Group: Adult Services	Reporting to: Partnership Business Coordinator
Structure Chart attached:	Yes

Job Purpose

To work as part of the joint business support unit for Community Safety and Safeguarding to co-ordinate and provide administrative support to the day-to-day operation of the multi-agency Community Safety Partnership related meetings.

- To provide efficient and effective clerical and administrative support to the Swindon Community Safety & Safeguarding Partnerships and their relevant sub-groups as required.
- To service, including minute taking, of nominated Partnership Meetings as agreed.
- To maintain an accurate training administration system to ensure that delegates know when to attend training sessions, that a record is kept of such training and to collate evaluation data (both quantitative and qualitative), administer an online booking system and update the training pages on the Partnership website.

Key Accountabilities

- The Co-ordinator will work closely with all professionals involved with the Multi-Agency meetings including MARAC, Risk Enablement Panels (REPs), Channel Panels and Prevent
- Maintain processes to support the work of the Partnership, in particular processes to support the carrying out of Child Safeguarding Practice Reviews (CSPR) / Safeguarding Adult Reviews (SAR) & Domestic Homicide Reviews (DHR's)
- Produce and disseminate information promoting the safeguarding partnership and its work within partner agencies, the wider professional community and to the public
- Provide a lead in the co-ordination and organisation of MARAC, Risk Enablement Panels, Channel

Panels and Prevent by effectively processing referrals and preparing meeting agendas in consultation with the chair

- Facilitate the sharing of very sensitive information securely whilst working to agreed deadlines
- Safely and securely, save and update information to relevant databases and collate data as required and make it available for relevant boards
- Attend meetings to provide support with minute taking (which includes very sensitive and lengthy meetings) and secure distribution of minutes once completed, and track and chase action points to ensure they are completed.
- Maintain key partnership contacts for areas of work linked to the community safety & safeguarding agenda e.g. e-mail distribution lists
- Support the creation and distribution of reports
- Support the Community Safety & Safeguarding training programme and other Partnership events/workshops, arranging venues and refreshments; maintaining training website; managing on-line bookings; invoicing delegates; maintaining training records and providing reports as required
- Provide cover when required for the Community Safety & Safeguarding Co-ordinators
- Any other tasks as requested by Management for the Partnership Support Unit as and when required

Supplementary Accountabilities

- Provide a central information point for all issues relating to the Community Safety & Safeguarding Partnership agenda

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Wide experience and knowledge of administrative systems
- Significant experience of and high levels of competence in using information systems and an extensive range of software. (Web development knowledge would be an advantage)
- Experience of taking minutes in complex environments

Qualifications

- Good general education to above GCSE Level (e.g. A Level/ HND/ Degree/ NVQ/ Business or Management Qualifications) or equivalent complimentary experience.

Decision Making

- Demonstrable evidence of successful problem solving.

Creativity and Innovation

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

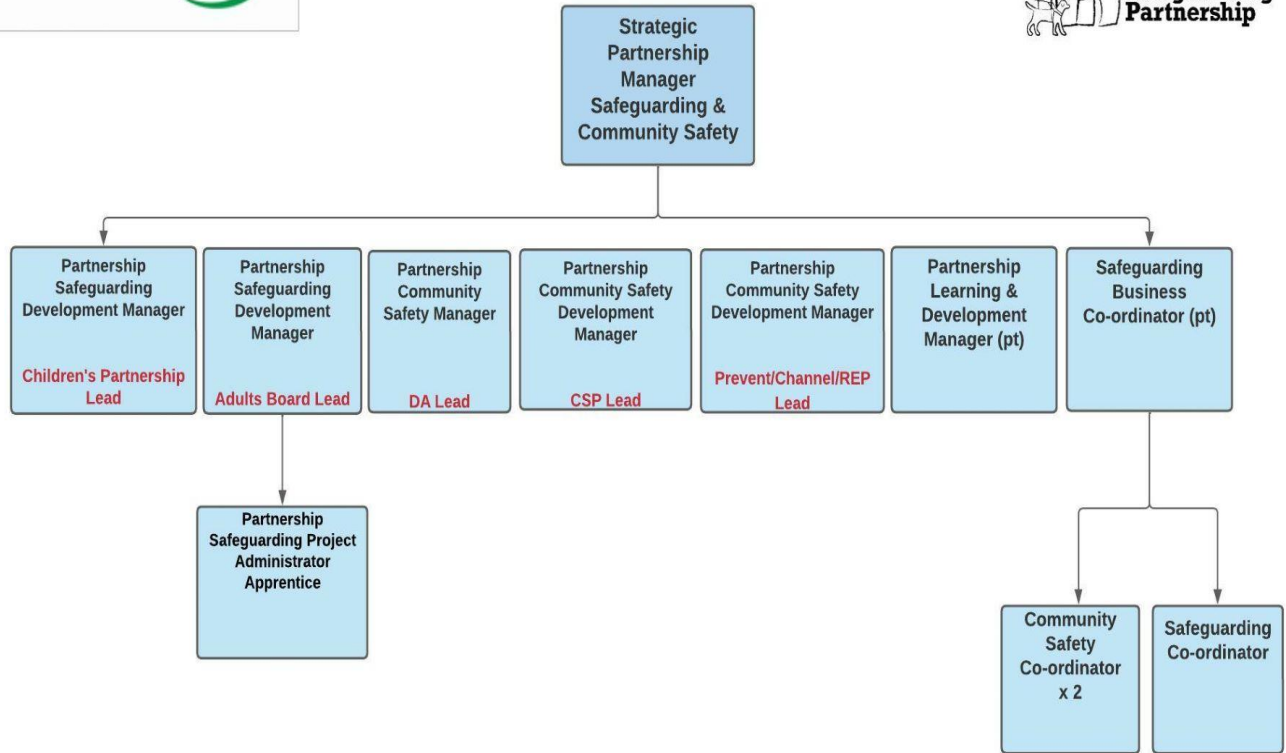
<p><u>Job Scope</u></p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Administrative tasks • Co-ordination of high-risk, sensitive multi-agency information. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes/No</p> <p>No.</p> <p>No</p>
---	---	--

Contacts and Relationships

- Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role



**Staff Structure - Joint business support unit
Community Safety and Safeguarding Partnerships**



Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	