

Role Profile



Job Title: Safeguarding Partnership Coordinator	Role Profile Number: BSN108
Grade: L	Date Prepared: January 2019
Directorate/Group: Adults	Reporting to: Strategic Partnership Safeguarding Manager
Structure Chart attached?	No

Job Purpose

- To provide efficient and effective clerical and administrative support to the Swindon Safeguarding Partnership and its 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.

Key Accountabilities

- Maintain processes to support the work of the Partnership, in particular processes to support the carrying out of Child Safeguarding Practice Review (CSPR) / Safeguarding Adult Reviews (SAR).
- Produce and disseminate information promoting the safeguarding partnership and its work within partner agencies, the wider professional community and to the public.
- Contribute to the development of structure charts, terms of reference, information on roles and responsibilities etc. for the Safeguarding Partnership and its sub and working groups and keep information updated accordingly.
- Service Partnership meetings and sub groups including minute taking.
- To support the Safeguarding training programme and other Partnership events/workshops, arranging venues and refreshments; maintaining training web site; managing on-line bookings; invoicing delegates; maintaining training records and providing reports as required.
- Maintain online booking system.
- To process, maintain and monitor financial records for the safeguarding arrangements as required to ensure spend is within the amounts agreed.

Supplementary Accountabilities

- Provide a central information point for all issues relating to the Safeguarding Partnership and sub groups

Knowledge & Experience

- 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.
- 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

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed None	Responsibility	
Typical tasks supervised/allocated to others Administrative tasks	Asset Responsibility	No

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