

**Job Description**

**Job Title:** Administrative Assistant - Sunderland Safeguarding Children Partnership (SSCP)

**Salary Grade:** Grade 2

**SCP:** 5 - 6

**Job Family:** Business Support

**Directorate:** Neighbourhoods

**Work Environment:** Office

**Reports to:** SSCP Business Manager

**Number of Reports:** None

**Purpose:**

The Sunderland Safeguarding Children Partnership (SSCP) is a multi-agency partnership which brings together agencies who work to safeguard and promote the welfare of children and young people across Sunderland. The aim of the Partnership is to coordinate what is done by each body represented on the board for the purpose of safeguarding and promoting the welfare of children in Sunderland and ensuring the effectiveness of that work.

The post holder will provide high quality administrative support to the SSCP Business Manager, the SSCP Development Officer and chairs of SSCP sub groups.

They will be required to produce high quality minutes, action logs and update business plans and risk registers, as well as manage diaries and convening meetings.

The post holder will support the procurement of training and conference venues

The SSCP is absolutely committed to improving outcomes for children and young people in Sunderland and to a “think family/whole family” approach to safeguarding, working in collaboration with the Sunderland Safeguarding Adult Board and the Safer Sunderland Partnership.

**Main Duties and Responsibilities**

* Provide an efficient and effective administrative service - this may include support to agenda compilation, minute taking, meeting planning, diary management, filing, maintenance of databases, websites and use of social media platforms.
* Provide administrative support to statutory review processes e.g. child safeguarding practice reviews (including chronology work utilising specialist software) which involves exposure to distressing information.
* Type general and confidential correspondence, reports and tables etc. from manuscript, copy or audio.
* Effectively manage a demanding workload day to day where concentration is required, having the ability to change from one task to another due to frequent and unpredictable interruptions.
* Acting as a point of contact for the SSCP, receiving telephone calls which may be from the general public, and responding appropriately, calmly and efficiently to enquiries, which can be of a sensitive, complex nature, maintaining confidentiality and sensitivity at all times whilst recording and passing information to the relevant professional within the team.
* Preparation, photocopying and distribution of papers and agendas for meetings and events.
* Set up meetings as requested, arranging date, venue and catering, travel and accommodation arrangements.
* Assist in the maintenance of an efficient electronic filing and retrieval system
* Share highly confidential information to partners within statutory partners via secure email
* Responsible for the daily management and monitoring of the SSCP generic mailbox ensuring emails are responded to appropriately and efficiently by using own judgement to signpost to the relevant team member.

**Other Duties**

On behalf of the key statutory partners this role will be hosted by Sunderland City Council and report on a day to day basis to the SSCP Business Manager.

 The post holder will be expected to:

* Conform to the expected statutory and mandatory training requirements of Sunderland City Council
* Practice in accordance with the Council’s policies and procedures
* Comply with all relevant codes of practice and conduct.
* Promote equality and diversity; working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* Undertake other duties and responsibilities allocated at the request of the SSCP Business Manager which are appropriate to the grade of this post.
* To meet the travel requirement to travel within and out of the City to undertake the role.
* To comply with the principles and requirements of Council in relation to the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council and the Freedom of Information Act 2000.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct, health and Safety and all other Council policies.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

S Douglass

June 2020