**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Support Officer | **Grade**: Grade SC4 |
| **Section:** Kingston and Richmond Safeguarding Children Partnership (KRSCP) | **Directorate:** Stronger & Safer Communities |
| **Responsible to:** Daksha Mistry | **Responsible for:** N/A |
| **Post Number/s:** AFCSAF08 | **Last Review Date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Kingston and Richmond Safeguarding Children Partnership (KRSCP) is a cross borough team responsible for ensuring that everyone in Kingston and Richmond works together to safeguard children and young people in line with the principles set out in [Working together 2023](https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf). The KRSCP team is responsible for the delivery of the priorities set out in the KRSCP business plan. It is the role of the KRSCP team to support the statutory safeguarding partner senior leaders and wider partnership in fulfilling their duties to promote effective joint working to safeguard children in Kingston and Richmond. The KRSCP team is responsible to the statutory safeguarding partner senior leaders in the KRSCP. The KRSCP team is hosted by Richmond Council on behalf of the KRSCP partners.

**Main Purpose of Job**

To offer critical administrative support to all members of the Kingston and Richmond Safeguarding Partnership team. This includes supporting the manager and team members with their specific work streams and supporting the wider business functions of the Kingston and Richmond Safeguarding Children Partnership in achieving its outcomes and targets.

**Specific Duties and Responsibilities**

This role reports to KRSCP Partnership Manager. The post-holder duties will include:-

* To be the first point of contact for KRSCP acknowledging emails and calls within the required service timescales.
* To administer statutory safeguarding partner senior leadership meetings, subgroups, task and finish groups and other projects as identified across KRSCP.
* To prepare and distribute agendas and papers where appropriate for meetings involving a number of external partners, including maintaining and updating circulation lists.
* Provide administrative support for specific work streams of team members including administration of ThinkSpace sessions, Designated Safeguarding Leads Forums, rapid reviews, and child death review processes.
* Provide administration for child safeguarding practice reviews.
* Assist with procurement and commissioning processes.
* Maintain good data integrity, including collection of sensitive information, collating data, producing reports and spreadsheets.
* Support team members in meetings by taking accurate minutes for meetings, maintaining action lists and distribution of minutes within timescale in agreement with meeting chair.
* Maintain and update the KRSCP website and social media accounts, ensuring information is up-to-date, relevant to professionals working with children and promotes the priorities of the KRSCP.
* To assist the team to develop a range of outward facing activities including events, web maintenance, and the development and distribution of newsletters and other communications.
* Support the administration of learning and development activities for the KRSCP, including trainer liaison, organising venues & promoting training events.
* Support the financial management of the KRSCP by administering invoices, processing financial transactions and maintaining accurate budget records in line with agreed financial procedures.
* Undertake any additional projects agreed with the line manager commensurate with the level of responsibilities of this post.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and 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.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

The KRSCP team is responsible for the delivery and quality assurance of the key

priorities and the business plan on behalf of the KRSCP statutory safeguarding partner senior leaders. The arrangements are characterised by direct leadership from the three safeguarding partners: the two local authorities (through their joint Director of Children’s Services); the ICB and the Metropolitan Police.

The safeguarding team reports directly to the KRSCP senior leadership group and is hosted by Richmond council.

**Team structure**

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**Person Specification**

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCECONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Good understanding of the responsibilities of a Safeguarding Children Partnership. |  | **X** | **A/I** |
| knowledge and previous experience of working in an Education or Children’s Service. |  | **X** | **A/I** |
| An awareness of relevant safeguarding children legislation, policy and procedure. |  | **X** |  |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Skilled and experienced at providing administrative and business support. | **X** |  | **A/I** |
| Experience in providing administrative support to projects. |  | **X** |  |
| Sound knowledge and experience of Microsoft Office (Word, Excel, Outlook, and PowerPoint). | **X** |  | **A/I/T** |
| Experience of multi-agency work. |  | **X** | **A/I** |
| Experience of working and engaging with statutory and voluntary partners. |  | **X** | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Skilled and experienced at organising meetings and taking minutes.  | **X** |  | **A/I/T** |
| Skilled and experienced at collating and presenting information in different formats. | **X** |  | **A/I/T** |
| Skilled and experienced at maintaining websites and social media accounts. |  | **X** | **A/I** |
| Experience of data management processes and the ability to use Microsoft Office (Word, Excel, Outlook, Access). | **X** |  | **A/I** |
| Excellent time management and organisational skills including the ability to meet tight deadlines. | **X** |  | **A/I** |
| Ability to use initiative and judgment in dealing with colleagues and partner agencies without direct supervision. |  | **X** | **A/I** |
| Ability to communicate clearly and concisely (both written and oral). | **X** |  | **A/I** |
| Ability to work as a team member and within a line management structure. | **X** |  | **A/I** |
| Ability to build effective relationships both internally and externally, showing sensitivity for others’ viewpoints and valuing diversity. | **X** |  | **A/I** |
| Familiarity with data collection and analysis. |  | **X** | **A/I** |
| Ability to produce high quality documents and maintain confidentiality. | **X** |  | **A/I** |
| Familiarity with both the statutory and voluntary sector. |  | **X** | **A/I** |
| Accuracy and attention to detail. |  | **X** | **A/I** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**