

**Isle of Man Government
Safeguarding Board Isle of Man**

Job Description

Job Title: Safeguarding Board Administrator

Grade: Administrative Officer

Department: Safeguarding Board (Cabinet Office)

Responsible to: Business Manager, Isle of Man Safeguarding Board

Role Purpose:

The Isle of Man Safeguarding Board is looking for an experienced officer to join the business team and support the ongoing work of the Safeguarding Board. This role will provide secretarial support for regular meetings of the Board and its sub groups as well as providing general administrative support.

Main Duties and Key Accountabilities:

- **Meetings –**
 - Organising and maintaining a schedule of regular meetings
 - Circulating agenda and meeting packs, attending meetings, taking minutes, updating action logs in liaison with the Director of Multi-Agency Safeguarding and Business Manager
 - Booking venues and rooms under the direction of the Business Manager
 - Booking transportation for the Independent Chair and Director of Multi-Agency Safeguarding to attend meetings
 - Assist in the organisation and co-ordination of the annual safeguarding conference
 - Collate post conference feedback
 - Any other ad-hoc meeting related tasks at the request of the Business Manager
- **Correspondence –**
 - Monitoring the shared inbox, routing enquiries to the Director or Business Manager as appropriate
 - Providing administrative support by circulating correspondence in the directed format
- **General Administrative Duties –**
 - Provide administrative support to the Independent Chair and business team by answering telephone queries, booking travel and accommodation for the Independent Chair and Director of Multi-Agency Safeguarding
 - Meeting and greeting visitors to the Board's offices
- **IT Skills –**
 - To be proficient in the use of MS Office, including Word, Excel, Outlook, Powerpoint and Teams
 - To be confident, when trained, to upload documents and assist in keeping the Safeguarding Board website up to date
 - To have a proficient social media knowledge, to assist in keeping any Board Social Media feeds up to date under the direction of the Business Manager
- **Invoices –**
 - Process invoices in a timely manner, dealing with queries and day to day enquiries.
- **Other duties –**
 - Provision of secretarial/administrative work as requested by Director of Multi-Agency Safeguarding and the business team.
 - Any other ad-hoc tasks as directed

Integrity

All staff of the Isle of Man Safeguarding Board are expected to recognise that the everyday business of the Safeguarding Board requires the highest level of personal integrity. Each staff member has a personal responsibility to maintain the confidentiality of all Safeguarding Board business and to uphold such confidences both in administering the business of the office and outside of the office.

Performance Management and Improvement

All Safeguarding Board employees have a personal responsibility for their own performance management. The job holder will be expected to contribute to their annual performance development review and interim performance reviews.

Health & Safety

The job holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to the Business Manager within the Safeguarding Board.

Reporting Framework

The job holder reports to the Business Manager, Isle of Man Safeguarding Board.

The Business Manager as line manager for the job holder role will ensure that, in line with the timescale set out in the Safeguarding Board Performance Monitoring scheme:

- An annual appraisal and annual Forward Job Plan is agreed with the job holder;
- A review and assessment of the job holder's performance is made; and
- Performance and Development meetings are conducted

General Scope

This job description is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. The job description will be reviewed as necessary to reflect future requirements.

Management Authority

This post has no management authority.

**Isle of Man Civil
Service Person**

Post: Safeguarding Board Administrator

Department: Isle of Man Safeguarding Board

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Attributes	Essential or Desirable	Method of Assessment
Qualifications		
5 GCSEs at Grade C (4) or above or equivalent	D	CV
Experience		
Sufficient relevant experience of working within an administration-based office environment	D	CV / Interview
Have experience of minute taking in formal meetings	D	CV / Interview
Have experience of using a range of IT media	D	CV / Interview
Knowledge & Skills		
Excellent oral and written communication skills	E	CV / Interview
Able to work to a high degree of accuracy and be able to reassess priorities to ensure deadlines are met	E	CV / Interview
Good organisational skills	E	CV / Interview
Competent in the use of Microsoft Word, Excel and Outlook, Powerpoint and MS Teams	E	CV / Interview
Ability to produce an accurate set of minutes and action log	E	CV / Interview
Understanding of Isle of Man Government	D	CV / Interview
Disposition		
Systematic and confident in approach	E	Interview
Flexible and adaptable	E	Interview
Reliable	E	Interview
Confident working independently	E	CV / Interview
Ability to foster good working relationships	E	Interview

Ability to work under pressure and adapt to changing demands and circumstances	E	Interview
Is able to manage sensitive information and will know when to seek support	E	Interview
Circumstances/Interests		
IOM worker status	D	Application
Satisfactory police check	E	Pre-employment checks

