

March 2018

Dear Applicant,

Thank you for your interest in the post of Safer Greenwich Administrator. In addition to this application pack, please find the following supporting documents on our website:

- Application Form (mandatory)
- Monitoring Form (mandatory)
- Guidance for Applicants
- METRO's Equal Opportunities Policy Statement

Please note that CVs will not be considered as part of your application, we will be short-listing from fully filled out application forms only.

The completed application form together with the Monitoring Form should be sent to arrive by no later than **9:00am Thursday 31st May 2018**

- Preferably by email to recruitment@metrocharity.org.uk. If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size.
- Or by post or hand to Human Resources Manager, METRO, 1st Floor Equitable House , 1st Floor, 7 General Gordon Square, London, SE18 6FH

Interviews for this post will be held on **w/c 11th June 2018**

For further information regarding this post please contact the line manager of the role Pauline O'Hare, Development Officer via email in the first instance: pauline@metrocharity.org.uk

We look forward to hearing from you.

Best wishes,



Greg Ussher
Chief Executive Officer

Job Description

General Information

| | |
|------------------------|---|
| Job title: | Safer Greenwich Administrator |
| Salary: | £19,918 pa pro-rata |
| Hours: | 1 day a week / 7 hours - number of days could be subject to extension |
| Responsible to: | METRO-GAVS Development Officer |
| Accountable to: | Director of Strategy |
| Job location: | Woolwich Equitable House |
| Contract: | 6 months (with possible extension) |

Job Summary

Greenwich Safer Neighbourhood Board brings police and communities together to decide local policing and crime priorities, solve problems and make sure the public are involved in a wide range of other community safety decisions. Safer Greenwich is a Charity set up to run the Greenwich Safer Neighborhood Board.

This role will provide support to both. It will also ensure the smooth running of projects selected by the Safer Neighbourhood Board (SNB) for funding.

Specifically, this role will be responsible for:

- Organising all aspects of Safer Greenwich, Safer Neighbourhood Board and associate meetings (approximately 8 evening meetings a year) and events including identifying dates, inviting speakers, attendees, publicity, catering and other logistics
- Support with liaising with Safer Greenwich Trustees for comments on documents for outside bodies e.g. Mayor's Office for Policing and Crime (MOPAC) and Charity Commission
- Liaise with MOPAC around the administration and finance queries in relation to grant funding
- Support with responding to queries from MOPAC grant recipients organisations and interested organisations
- Providing the bookkeeping function for Safer Greenwich
- Attending relevant meetings, taking minutes and keeping notes
- Liaising with staff, volunteers and external contacts
- Photocopying and printing various documents
- Any other duties relevant to the post

Other duties

- Adhere to METRO policies and procedure at all times.
- In line with METRO's policy on Information Governance (IG), confidentiality and data handling you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
- In line with METRO's policy on Safeguarding , you will be expected to undertake, pass and maintain the required Safeguarding Training Modules as indicated by your line manager.
- Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
- Undertake any other appropriate duties as requested by the Manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager

Safer Greenwich Administrator - Person Specification

| Qualification, Knowledge & Experience | Skills and Abilities | Essential or Desirable | Application Form, Interview, Presentation |
|---|---|------------------------|---|
| At least 1 years relevant work experience | | E | AF & I |
| Maths and English GCSE Level at grades A*-C or equivalent | | E | AF |
| Experience of working with, and being sensitive to diverse cultures and abilities | | E | AF & I |
| Basic understanding of the voluntary, community and faith sector | | E | I |
| | Able to arrange meetings, organised, flexible and able to meet tight deadlines | E | AF & I |
| Book-keeping experience | | D | AF & I |
| | Able to communicate effectively with people in statutory agencies, voluntary organisations and a variety of people with different needs | E | AF & I |
| | Able to write correspondence, brief reports, summarise information and complete tasks | E | AF & I |
| | Experience of using MS Office and Outlook and able and open to learn new IT applications quickly | E | AF & I |

| Other requirements | |
|--|---|
| On occasion the postholder may be required to attend meetings in Greenwich and /or other parts of London | ✓ |