

Conference Secretary Advert Template

About the role:

The Independent Reviewing Service is a county wide service and consists of a team of Independent Reviewing Officers a Manager and administrative support team. The Reviewing Officers are responsible for chairing child protection conferences and the statutory reviews of looked after children. The Independent Reviewing Service has clear statutory responsibilities in this area and the aim is to meet these requirements in such a way that outcomes are improved for this group of children.

This is an opportunity to join us and contribute to the high standards set by the team.

As a Conference Secretary you'll be responsible for taking the minutes for all Child Protection Conferences and the statutory reviews for Looked After Children. You'll attend the meetings throughout the county, prepare, type and distribute these confidential minutes; undertake administrative duties as well as distribute the post. As a point of contact for callers to the department, you'll be dealing with queries and will provide cover for our Reception when necessary. In addition you'll be working within a team and on your own initiative and will help the wider team as required.

Key Skills:

With strong and accurate literacy, numeracy and administrative skills it's important you have good communication and can plan and organise your time effectively. Experience of working within a team and on your own initiative, you'll be resilient, used to handling confidential information with tact and discretion and have good IT skills. In addition, you'll have the ability to analyse and interpret information to solve straightforward queries. It's advantageous if you have experience of taking the minutes of Child Protection Conferences and have an awareness of Safeguarding procedures relating to legal terminology.