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| **Job Description**  |

**Job Title:** Panel Administrator **Reporting To:** AssistantPanel Manager

**Location:**Remote working                                                          **Salary Range:** Competitive Salary

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**Role Purpose:**

To work with the Panel Managers and Quality Assurance Manager to ensure the smooth running of all elements of Panel meetings for the By the Bridge Group.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an organisation which thrives on the diversity of its staff, families and children; to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities**

* To produce all Panel paperwork including Agendas required for any Panel meetings within the By the Bridge Group.
* Organise all Panel meetings (Invites, Rooms, IT, Catering).
* To take Panel minutes and produce these within a given time frame.
* To take minutes for Panel Business Meetings and any other meetings relevant to Panel.
* To send any Panel documents to Panel Members within the time frame required.
* To administer all post Panel tasks for all of the By the Bridge Group, such as approval letters, minutes, CHARMS, emails, scanning and filing.
* Maintaining all Central List Panel Members’ personnel files for the whole of By the Bridge Group.
* To meet regularly with Panel Managers to discuss any concerns regarding reports for the upcoming Panel meetings; to review panel dates; to discuss updates on regulations, policy, procedures, new processes or new forms.
* Flexibility to travel nationally as required.

**Working Relationships**

* Reporting to the Assistant Panel Manager.
* Work closely with the Quality Assurance Manager, all staff, foster families and Panel Members.

**General Responsibilities**

* To work in accordance with By the Bridge with Cambian policies and procedures.
* To contribute to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount.
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Person Specification**

Excellent IT skills (Microsoft Packages)

Experience of detailed minute taking and ability to evidence touch typing or shorthand skills

Organised

Methodical

Attention to detail

Self- Motivated

Ability to prioritise

Excellent communication skills (written and verbal)

Confidentiality

Knowledge of CHARMS (Desirable)

By the Bridge Ltd may vary your job description from time to time to reflect any development of your role necessary in consequence of regulatory change or operational needs.

Safeguarding Children is central to all that By the Bridge with Cambian does.

Although the **Panel Administrator** role is not primarily one where contact with children is involved there may be occasions, either through seeing situations with a fresh pair of eyes; reading information in a report or by receiving information in any other way that an administrator may have concerns regarding the welfare of a child. (There are occasions for example where specific children may develop a good rapport with the **Panel Administrator** through the child visiting the branch office). In any situation where the Branch Co-ordinator has concerns for a child’s well-being they must follow the reporting procedure of By the Bridge with Cambian. The **Panel Administrator** will be required to undertake mandatory online training within their induction period.