

<b>Job Title:</b>	<b>MARAC Administrator</b>
<b>Hours:</b>	28 hours per week (Tuesday – Friday)
<b>Duration:</b>	Permanent contract (subject to funding)
<b>Salary:</b>	£26,147.22 pro rata (£20,917.78)
<b>Location:</b>	4 Cheyne St, Edinburgh, EH4 1JB
<b>Responsible to:</b>	Administration Manager
<b>Peers:</b>	Administrator, EDDACS Administrator, Finance Team
<b>Holiday Entitlement</b>	26 days annual leave plus 10 public holidays

*A satisfactory Disclosure Scotland Level 2 check is required for this position.*

### **Job Purpose**

To work within the Edinburgh Women's Aid (EWA) administration team, to ensure efficient and effective administrative support to the whole organisation, with specific responsibility for MARAC administration.

EWA plays a vital role in safeguarding women at the highest risk of serious harm or murder through our coordination of Edinburgh's Multi-Agency Risk Assessment Conference (MARAC). This role will carry out the administration of the four Edinburgh MARACs meetings which occur every 4 weeks on a rolling basis, 13 times a year.

### **Main Duties:**

The role involves tight timescales and deadlines, and requires the ability to thrive in this environment and to prioritise and manage the workload to ensure that these are met.

Approximately 80% of the role is MARAC administration and 20% will involve general administration.

- MARAC administration includes the following tasks:
  - Processing MARAC referrals from MARAC agencies.
  - Ensuring MARAC referrers are communicated with regarding their referrals.
  - Producing MARAC documentation prior to and after meetings.

- Setting up the MARAC MS Teams meetings.
- Ensuring MARAC attendees are confirmed for each MARAC agency at MARAC meetings.
- Attending and taking the action minutes at MARAC meetings.
- Uploading case information to EWA's database.
- Collate and submit the MARAC data and monitoring information.
- Managing MARAC representative contact lists.
- Working closely with the Administration Manager and the CEO regarding the MARAC. EWA's CEO holds the position of MARAC Coordinator.
- Minuting and coordinating the MARAC Steering Group meetings three times a year, on behalf of the MARAC Steering Group Chair.
- Any other MARAC related administrative task as required.
- General Administration Tasks:
  - Assist with general reception duties, including answering phones, welcoming visitors and handling enquiries, including email and mail.
  - As part of the admin team issue and record, upon request, safety resources and vouchers to workers i.e. camera doorbell cameras, gift cards, foodbank vouchers etc.
  - As part of the admin team support the smooth running of the offices with regards to IT and other office equipment such as copier, phone system, contract mobiles.
  - Provide minute taking at meetings.
  - Support the Administration Manager with the running of events for the organisation.
- Remain up to date and compliant with all organisational and MARAC policies and procedures.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures, and any other legislation connected to your work.
- Some out of hours work will be required on occasion i.e. an evening for the EWA AGM, or a Saturday for a staff development day.
- Carry out other duties as reasonably asked by the Administration Manager or Management Team.

### **Qualifications and Skills:**

#### **Essential**

- Excellent communication, both written and verbal, when dealing with colleagues, external agencies and service users.
- Ability to work autonomously to prioritise and manage workload to deliver within tight timescales and deadlines.

- The ability to multi-task, while maintaining complex schedules and managing administrative support.
- The ability to review information quickly and to pick out relevant details.
- Intermediate IT skills, particularly MS Office packages excel, word and outlook.
- Ability to develop and review procedures relating to the MARAC and other EWA administration work.
- Ability to take minutes.
- Ability to collect, interpret data and produce reports.
- Have a good understanding of domestic abuse, including the impact of domestic abuse on victims and their children.
- Respect and value the diversity of the community in which the EWA and the MARAC work in, and recognise the needs and concerns of a diverse range of survivors ensuring the services are accessible to all.

#### Desirable

- Qualification in secretarial or administration or MS Office packages.
- Driving Licence.

#### Experience:

- 2 years' experience working in an administration role.
- Administering large meetings.
- Minute taking.
- Collating monitoring and evaluation information.
- Providing administrative support to a team.
- Working with databases.

#### Personal Qualities:

- Be compassionate, empathetic and have the ability to work in a non-judgmental way.
- Act with integrity and respect towards colleagues, external agencies and service users.
- Be committed to equal opportunities and diversity issues in policy and practice.
- Ability to work as part of a small team and be a good team worker.
- Excellent interpersonal, verbal and written communication skills.
- Be resourceful and a good problem solver.
- Be optimistic about the possibility of personal growth and change.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an equal opportunities employer and welcomes applications from all sections of the community.

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Registered Charity No: SC028301