

Job Title:	MARAC Administrator
Hours:	28 hours per week (Mondays, Tuesdays, Wednesdays and Fridays)
Duration:	Permanent contract (subject to funding)
Salary:	£28,145 (pro-rata £22,516) SCP 21
Location:	4 Cheyne St, Edinburgh, EH4 1JB
Responsible to:	Operational Manager
Holiday Entitlement	26 days annual leave plus 10 public holidays

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

Job Purpose

Join EWA in a role that makes a direct contribution to safeguarding women at the highest risk of serious harm or murder. You will coordinate and administer Edinburgh's four Multi-Agency Risk Assessment Conferences (MARACs), which take place on a rolling four-week cycle, 13 times a year.

This is a key role at the heart of the Edinburgh MARAC, helping meetings run smoothly and ensuring vital information is handled efficiently. We are looking for someone who enjoys working at pace, takes pride in accuracy and attention to detail, and can organise their workload confidently to meet important deadlines.

Across each four-week cycle, around 80% of your time will focus on MARAC coordination and administration, with the remaining 20% providing monitoring and evaluation support to the Women's Service. This balance offers the opportunity to develop specialist expertise while contributing to the wider work of EWA.

The role follows a predictable four-week cycle: week 2 includes the referral deadline and risk review meeting, and MARAC meetings take place in week 4. Additionally, there are three MARAC Steering Group meetings each year. To provide reliable support at these critical points, annual leave will normally need to be planned outside weeks 2 and 4 wherever possible. We understand that this will not always be possible and ask colleagues to give as much notice as they can. As MARAC administrative cover is shared with one other colleague, there are also some limits on taking leave at the same time.

The four-week cycle creates a varied working rhythm, with each busier week followed by a quieter week. You will need to flex your hours across the cycle and may occasionally work more than 28 hours in a busy week; those additional hours can be taken back as TOIL during quieter weeks. This arrangement offers genuine flexibility within the operational requirements of the role.

In return, you will receive regular support and supervision, investment in your wellbeing, a generous holiday allowance, TOIL and flexitime arrangements, and a competitive salary. You will also be joining a supportive organisation where your work has a clear and meaningful impact.

Main Duties:

- Coordinate the full MARAC administration cycle, including the following duties:
 - Receive, process and quality-check referrals from MARAC partner agencies, liaising with referrers to resolve missing or unclear information and support timely submission.
 - Prepare and securely distribute accurate MARAC paperwork including agendas, case information, action records and other required documentation before and after each meeting.
 - Schedule and set up MARAC and related meetings in Microsoft Teams, issue joining information and support the practical arrangements required for each meeting.
 - Confirm the appropriate representative from each MARAC partner agency for every meeting and follow up any gaps in attendance information.
 - Attending and taking minutes at MARAC meetings.
 - Maintain accurate and up-to-date MARAC case records on EWA's database, in line with confidentiality, data protection and information-sharing requirements. Collate and submit the MARAC data and monitoring information.
 - Any other MARAC related administrative task as required.
- Other administrative tasks to support Women's Support Service (WSS):
 - Support the monitoring and evaluation of WSS to meet funder requirements, e.g. completing the output database for the City of Edinburgh Council Contract.
- 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 hour's work may be required on occasion i.e. occasional evening or weekend meeting.

- Carry out other duties as reasonably asked by the Operational Manager or Management Team.

Essential Requirements

- Understanding of the risks, needs and experiences of women affected by domestic abuse.
- Excellent verbal and written communication skills, with the ability to engage effectively and professionally with colleagues, partner agencies and service users.
- Strong organisational and time management skills, with the ability to prioritise workloads, manage competing demands and meet deadlines.
- Excellent attention to detail and accuracy when handling sensitive and confidential information.
- Ability to review and analyse information quickly, identifying key details and actions required.
- Proficient IT skills, including Microsoft Office applications (Word, Excel, Outlook and Teams).
- Ability to develop, review and implement administrative procedures and processes.
- Ability to accurately record and produce minutes of meetings.
- Ability to collect, interpret and present data, including preparing reports and monitoring information.
- Commitment to equality, diversity and inclusion, with an understanding of the diverse needs of survivors and the importance of accessible services.
- An understanding of and commitment to building and working in partnership with other agencies and stakeholder to ensure successful outcomes for women and children.
- Ability to work independently while contributing effectively as part of a multi-agency and wider organisational team.

Desirable Requirements

- Qualification in Administration, Secretarial Studies, Social Work, Support Work, or a related field.

Essential Experience

- At least two years' experience in an administrative role, or in a support work/social work role with significant administrative responsibilities.
- Experience of coordinating and supporting large or multi-agency meetings.
- Experience of preparing accurate meeting minutes and maintaining records.
- Experience of collecting, collating and reporting on monitoring and evaluation data.
- Experience of using databases and record management systems.

Personal Qualities

- Resilient and able to manage exposure to sensitive and high-risk case information in both written and verbal formats.
- Compassionate, empathetic and non-judgemental in approach.
- Acts with integrity, professionalism and respect towards colleagues, partner agencies and service users.
- Committed to equality, diversity and inclusion in both policy and practice.
- A collaborative and supportive team player who contributes positively within a small team environment.
- Resourceful, proactive and solutions-focused, with strong problem-solving skills.
- Positive and optimistic, with a belief in people's capacity for growth, recovery 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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