

DIRECTORATE OF COMMUNITY WELLBEING & SOCIAL CARE

UNIT COORDINATOR, Ref: 50033322

FIRST RESPONSE TEAM, County Hall, Newport

**Salary: Scale 4 £17,161 to £19,126 per annum
(all pay grades are pending the outcome of IW Council job evaluation process)**

Hours: 37 hours per week

Fixed term contract for 6 months

We are seeking to appoint a Unit Coordinator within the Children's Safeguarding section of Community Wellbeing & Social Care Directorate. The successful candidate will be based at County Hall in our First Response Unit (Duty).

- You must be flexible and able to work accurately under pressure, and across units if required.
- You will be required to work closely within the unit and gel the team together.
- To act as a first point of contact for enquiries to the unit, some of which may be complex or contentious, from other staff, members of the public, or other agencies.
- To take phone calls or receive office visits from children and families known to the unit, dealing sensitively with family members who may be in distress.
- You will also be required to provide substantial administrative support to the financial systems and processes within the service.
- Have the ability (or be able to train) to minute complex, high level and sensitive meetings to a high standard. You will have excellent grammar and be able to demonstrate a high level of attention to detail.

You will have:-

- A minimum of 4 GCSEs at Grade A-C, including English, and a BTEC National or equivalent qualification.
- You will also have knowledge of using computerised systems, particularly competent use of Microsoft Word & Excel.
- Use of ICS and Swift would be an advantage.

For further Information or an informal discussion please contact Helen Poynter, on 823434.

This council and its schools recruit according to the council's Safer Recruitment policy and are committed to safeguarding and promoting the welfare of children and people and expect all staff and volunteers to share in this commitment. young

The Isle of Wight Council is an equal opportunities employer and welcomes applications from all sections of the community.

Please view information pack and complete your job application online at www.iwight.com/council/jobvacancies Telephone our 24 hour job line on 01983 823134 or email callcentre@iow.gov.uk if you need further information about applying.

Completed applications should be returned to Human Resources, County Hall, Newport,
Isle of Wight, PO30 1UD

Closing date: Friday 8 March 2013