

## **Senior Branch Coordinator**

### **Role Profile**

We have an existing opportunity for a Senior Branch Coordinator to take responsibility for the full administrative spectrum within a designated Region.

Reporting into the Registered/Regional Manager; the role will be responsible for the prioritisation of administrative tasks within the branch and effective allocation of work to ensure business needs are met in an efficient and timely manner.

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 people feel valued and can grow, develop and achieve their goals. We work to ensure that By the Bridge with Cambian is a fun place to be, where people are treated fairly and rewarded well for the work that they do

### **Responsibilities**

- To manage and provide effective administrative support to the operational team.
- To provide branch admin training and mentoring, to admin staff in the use of systems and processes.
- Maintain senior administrative responsibility of all branch processes and procedures.
- Support with the recommendation and delivery of continual improvement of process and systems within the branch to ensure efficiency and effective services.
- To assist management in the analysis of the Branch's monthly Quality Assurance report and take any actions required to complete identified gaps.
- To attend and support with branch meetings.
- To uphold and represent the ethos of By the Bridge, providing a professional service to all visitors at all times.
- Take notes/minutes as required by management a for branch meetings.
- Responsible for facilities and purchasing within the branch.
- Manage all third party supplier relationships effectively.
- Responsible for office Health and Safety and report any relevant branch issues.

### **Additional Responsibilities**

- To work in accordance with By the Bridge with Cambian policies and procedures.
- To lead by example and uphold and embody our values at all times, ensuring the protection of children is paramount.
- To contribute to organisational development initiatives to support with recruitment best practice.
- To adhere to responsibilities under health and safety legislation and policies.
- To demonstrate a positive commitment to equalities and diversity.

- To contribute to building towards By the Bridge with Cambian culture
- Undertake any other duties, as required commensurate with role and as may be directed by the Director of Fostering Services.

### **Role Objectives:**

- To ensure organisation and oversight of the day to day administration task and duties.
- Take lead and ensure the requirement and request in the audit process for the data management of files are efficiently and effectively responded to.
- Ensure that all Annual Home Review documentation is completed in a timely manner and prior to any deadline date.
- Ensure that stat checks are returned within two months of paperwork being sent to the foster parents.

### **Person Specification**

- Good communication skills (verbal and written)
- Able to take minutes to meeting and notes
- Self motivated and ability to motivate others.
- Positive attitude and team player
- Ability to organise work and meet deadlines.
- Ability to work flexibly according to the needs of the service
- Computer literate Word, Excel and Outlook
- Able to use Microsoft Dynamics CRM or similar IT internal package

**Please note:** This post is currently based at Branch.

This job description is currently under review and the post holder will be updated of any change.