



KENSINGTON AND CHELSEA SOCIAL COUNCIL

JOB DESCRIPTION

JOB TITLE:	Safer Neighbourhood Administrator
LOCATION:	Remote and Office-based in Kensington and Chelsea
HOURS:	Zero Hours for up to 5 hours a week although this may vary depending on workload
SALARY:	£15ph
CONTRACT:	Six months with the possibility of extension
REPORTING TO:	Office Coordinator

KCSC is seeking someone who can provide administration support to the Kensington and Chelsea Safer Neighbourhood Board.

About the Safer Neighbourhood Board

The Safer Neighbourhood Board (SNB) is set up and funded by MOPAC, the London Mayor's Office for Policing and Crime. It's remit is to challenge and support the Met Police, enable local engagement with the Met, ensure that Ward Panels are active and engaged in setting local priorities, and liaise with other local entities that work on community safety.

The SNB has five key aims:

1. To ensure communities are more closely involved in problem solving and crime prevention;
2. To have a broad remit to reflect MOPAC's (the London Mayor's office for Policing and Crime) broader responsibilities, while respecting the view that local people know best what is needed at the local level;
3. To have greater reach and ensure a more frequent refresh of ideas and views;
4. To achieve greater coherence between different engagement mechanisms, e.g. ward panels, Independent Advisory Groups (IAGs), Neighbourhood Watch and Community Monitoring Groups covering Stop & Search and the Met's Emergency Response, so as to provide greater public accountability in policing and crime reduction;
5. To make more efficient use of resources to deliver value for money and target funds at tackling issues of local concern and crime prevention.

About KCSC:

KCSC, the Kensington and Chelsea Social Council, is the recognised voluntary sector 'infrastructure' organisation, also known as a Council for the Voluntary Sector (CVS), for the borough. We offer a range of services that help us support health, voluntary and community organisations (VCOs) and residents in the borough. This includes access to training and funding, advice and information, as well as facilitating the voice of the local voluntary and

community sector, building and supporting community-led action , as well as representing the sector at a strategic level.

About the role:

This is a general administration role where you will be providing administrative support for the Safer Neighbourhood Board. Duties include:

- Covering all administration duties in relation to the delivery of the SNB Panel Meetings
- Facilitation of the SNB meetings on a quarterly basis and any sub-meetings as necessary
- Liaising with the SNB Independent Chairperson to set meeting dates, agendas, book venues and circulate invites
- Attending in person meetings and where required remote/sub meetings
- Dispatching all meeting papers including agendas, reports, presentations, minutes, actions
- Drafting minutes and actions for each meeting and share/agree drafts with Chairperson
- As the administrator you will perform duties in line with GDPR.

General:

- Responding to general enquiries from SNB members and the general public as required.
- At all times, working within KCSC's policies and procedures.
- Working outside of normal office hours on occasional evening or weekends as required.
- Undertaking any other duties as requested by the line manager for the role that are commensurate to the post.

The candidate:

- Previous administration experience is desirable but not essential
- Excellent communication skills
- Strong organisational skills and attention to detail
- Ability to multitask