



# ADFERIAD RECOVERY

Bodloni anghenion pobl sy'n agored i niwed sy'n wynebu heriau bywyd cymhleth  
Meeting the needs of vulnerable people facing complex life challenges



## JOB DESCRIPTION

### Job Title - MARAC Administrator

<b>Hours:</b>	37.5 hours
<b>Salary:</b>	£19,410 per annum
<b>Holidays:</b>	25 days per year plus 8 public holidays (pro rata)
<b>Period of Notice:</b>	1 week during probation; 4 weeks thereafter
<b>Probationary Period:</b>	6 Months
<b>Based at:</b>	Champions House, Wrexham
<b>Responsible to:</b>	Director of Operations North Wales

### Job Purpose:

- To assist MARAC reps and the MARAC lead in completion of MARAC research and updating risks on the database
- To assist the MARAC lead in keeping SharePoint up to date

### Responsibilities:

- To support the Adferiad MARAC representatives in the 6 counties of North Wales, by ensuring that the weekly and monthly checks are carried out on all Adferiad services through use of the risk database
- To ensure that if a client is currently active in service, that the relevant paperwork and information is completed accurately, feedback to the lead MARAC co-ordinator (North Wales Police) and that all this then is given to the Adferiad representatives, so further discussion can be done at the relevant meeting



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- Input any risks related to the victim and perpetrator on the database, and if a client is active to an Adferiad service, pass that information if not known to the relevant worker, and if possible any updates they might have for the MARAC representatives
- Ensure once the weekly and/or monthly meeting have taken place and the minutes and tracker are returned, that the database is updated again around risks that have been given at the meeting, if a victim or perpetrator is known to our services specifically
- Upload relevant documents to the domestic violence/MARAC share point section
- To have commitment to and demonstrate an undertaking of equality of opportunity and it's relevance to different sectors within the community
- Must demonstrate empathy towards Adferiad Recovery's beneficiaries
- To carry out all other tasks commensurate with the role
- To carry out other duties as and when required that are appropriate to the post
- To attend any other relevant meetings as reasonably requested
- To adhere to agreed Health and Safety and Security procedures/policies
- To participate in the Adferiad continuous learning, development and appraisal process
- To attend training provided, organised or arranged by Adferiad
- To operate within and observe Adferiad policies and procedures as amended and updated

**This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.**



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	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
<b>Qualifications:</b>	Have or willing to work towards NVQ 2 or equivalent in an administrative subject, or GCSE standard of education	NVQ 2 or equivalent in an administrative subject, or GCSE standard of education  ECDL or equivalent	Certificate
<b>Experience:</b>	Knowledge and experience of data inputting  Experience of working with databases or experience of inputting into Microsoft Access front end	Experience of working in a busy office environment.	Relevant experiences and interview
<b>Skills:</b>	Strong administrative skills  Accurate data inputting		Relevant experiences and interview
<b>Knowledge:</b>	A working knowledge and experience of Microsoft Office in particular, Word, Excel and Outlook  Importance of confidentiality and boundaries		Interview
<b>Personal Qualities:</b>	Excellent interpersonal communication skills  Ability to communicate with people at all levels both orally and in writing  Ability to work on own initiative and as part of a team		Interview
<b>Other Relevant Requirements:</b>		Welsh Language desirable  Full UK Driving License	Interview