

JOB TITLE	BSA Level 2 (G3) – Future4 Me Team – County Support
TEAM	Lincoln North to Central Team
DIRECTORATE	Resources
WORK BASE	(Hybrid) St Giles Family Centre, Lincoln
AUTHOR	Kellie Loughlin
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This job brief sits alongside the job description for this role.

Key Objective –

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
Processing admin to support preparation for Court, Panels. Formatting reports, distributing and recording accordingly
Monitoring generic e-mail boxes
Caseload management - Updating and creating records and uploading documents on Child View Mosaic
Finance activities such as raising purchase orders, purchasing on PCard, coding purchases, value orders.
Rota support and set up of calendar invites
Volunteer coordination and support for panels
Supporting service with various booking's such as Interpreter's, rooms and taxi's
Review statistics for accuracy and quality assure data

THE FOLLOWING TASKS ARE GENERIC ACROSS BUSINESS SUPPORT AND APPLY TO ALL GRADES ACROSS THE SERVICE
Provision of high quality support to all internal and external customers
Basic use of Microsoft packages including but not limited to Word, Excel, Outlook, PowerPoint
Undertake routine clerical duties including, but not limited to, photocopying, fax transmission, laminating, binding, scanning, document collating and distribution
Recording, reporting, distribution and collection of mail (where no central team undertaking)
Undertake reception duties, including signing in and out visitors, ensuring they are aware of fire evacuation procedures
Undertake routine monitoring of generic resource email accounts (as allocated by Supervisor)
Receive routine telephone enquiries, message taking and call re-direction
File maintenance
Filing/electronic filing, Records Management, Subject Access Request
Orders, receives, checks and distributes stocks of stationery and other consumable items (where no central team undertaking)
Meeting/event convening (room booking, invite sending, room set up, refreshments etc.)
Fire Marshall cover (where appropriate)
Record and update sickness database (where no central team undertaking)
Sundry Accounts purchasing and petty cash (where no central team undertaking)
Health & Safety support and awareness
General minute taking
Peer training/coaching/mentoring
Induction support

Accommodation/property support to Supervisor (where no central team undertaking)
Basic support for systems in use by LCC or Service Area supported (in agreement with Supervisor)
Use of IT systems/databases to enter, amend or extract information (as determined by Supervisor)
Production of reports, letters, audio tapes and other processed communications, often of a sensitive nature
Equipment maintenance (where no central team undertaking)