**Vacancy - Northamptonshire Safeguarding Adults Board (NSAB)**

**Position – Business Administrator Level 2 – Grade G**

**Permanent, part-time post (20 hours)**

**Closing date – noon Monday 24th October 2022**

Northamptonshire Safeguarding Adults Board (NSAB) is looking for a Business Administrator (part time – 20 hours). The role will complement the existing staff team who provide a high level of service for NSAB and partner agencies.

To meet the needs of the priorities and key themes in the NSAB strategic plan, the Business Administrator will provide essential support to the Senior Business Support Officer, Business Manager and Independent Scrutineer. Tasks will include: answering the phone and responding to emails, organising large scale meetings, preparing meeting papers, and taking minutes. You will update action logs, and ensure documents are accessible for the NSAB website, transfer documents from SharePoint to Microsoft Teams, help with learning and engagement events, and finance related tasks such as raising purchase orders, as well as other important administrative tasks. You must be able to demonstrate excellent working relationships with colleagues in partner organisations.

If you meet the essential criteria in the job description and want to have an initial discussion about the role, then please contact Chloe Roberts, NSAB Senior Business Support Officer on 07342 057761.

To apply for the position, please visit [Public Sector East Jobs](https://www.publicsectorjobseast.co.uk/Project%20Officer-One%20Angel%20Square%20-%20Northampton?jobId=24921&JobIndex=25&categoryList=&minsal=0&maxsal=150000&workingpattern=&keywords=&employee=-1&postcode=&Distance=0&AdvertiseOn=0) and complete your application by 12 noon on Monday 24th October 2022.

Shortlisting will take place no later than Monday 31st October 2022, with interviews held week commencing 7th November 2022.