

Role Title: Records Management Coordinator
Salary: PO1
Location: Sir Henry Mitchell House
Report to: Information Governance Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

This role supports the Trust in delivering effective records management across digital and physical records. The postholder will maintain retention schedules, support archiving processes, advise staff on records handling, and contribute to ensuring compliance with GDPR, information security and records lifecycle standards.



Main Duties and Responsibilities

- Support the delivery and ongoing operation of the Trust's records management framework across digital and physical records.
- Maintain, review and apply retention and disposal schedules, ensuring lawful record keeping and defensible deletion.
- Provide specialist advice on children's records, historic records and long-term archiving arrangements.
- Support the secure storage, retrieval, archiving, disposal and digitisation of records, maintaining an accurate inventory of record holdings.
- Work with services to improve records quality, classification, naming conventions and version control, including across SharePoint and other digital systems.
- Provide records management advice when new systems, processes or service changes are introduced.
- Carry out records audits and quality checks, analysing records-related risks, escalating issues and contributing to mitigation actions.
- Provide assurance on records management compliance and maturity, including reporting to Information Governance forums or senior stakeholders as required.
- Support Information Asset Owners and service leads to meet their responsibilities under the Trust's Information Governance Framework.
- Contribute to ROPA maintenance, information mapping and organisational FOI, SAR and litigation readiness through effective information retrieval.
- Provide advice, guidance and training to staff to promote good records management practice and continuous improvement.
- Maintain effective working relationships with internal teams and relevant external partners.
- Undertake other duties commensurate with the role and grade.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- Level 3 qualification or equivalent experience.

Experience

- Experience working in records management, information governance or administrative governance roles.
- Experience applying retention schedules, file structures or archives processes.

Knowledge & Skills

- Understanding of records management standards and GDPR principles.
- Strong organisational and analytical skills.
- Ability to manage competing priorities and deadlines.
- Ability to handle sensitive information appropriately.

Special Conditions

- Hybrid working role: *minimum 2 days per week in the office.*



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

