

Job Description

Post Title	Safeguarding Children Partnership Co-ordinator – Children Services
Role Profile	Operational BAND H
Service/Team	Quality Assurance Service
Reports to	Safeguarding Children Partnership Manager
Responsible for	Administrator
Number of posts	1
Career Grade	H

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ensuring that the business activity of the Safeguarding Partnership is efficient and effective ensuring the most vulnerable children and young people are supported to live free from harm, abuse and neglect, ensuring they are safe and secure.

Job Overview

To coordinate the business activity of the Pan-Dorset Safeguarding Children's multi-agency Partnership under the direction of the Safeguarding Children Partnership Manager and in line with statutory requirements, national standards and local priorities to achieve appropriate outcomes for children, young people, and their families

Key Responsibilities

1. Support the development of policies and strategies that will fulfil BCP Council's safeguarding responsibilities, in line with relevant guidance, co-ordinating responses to Government consultation and providing briefings and advice on new legislation and guidance.
2. Act as the main professional contact point on behalf of the Pan-Dorset Safeguarding Children's Partnership and the public as well as for professionals or agencies that provide services to children and young people.
3. Support the Safeguarding Children Partnership Business Manager in the drafting of formal reports including the Annual Report and Business Plan on behalf of a specified Safeguarding Partnership in collaboration with key stakeholders, to ensure that appropriate plans are in place and performance is reported accurately.
4. Support and co-ordinate the delivery of the objectives and activities outlined in the Business Plan, including co-ordinating initiatives in relation to the safeguarding agenda.

5. Administer and maintain performance reporting systems to monitor the effectiveness of inter-agency safeguarding practice, disseminating lessons learned to relevant practitioners and managers to support continuous improvement.
6. Coordinate, arrange, administer and minute multi-agency meetings in relation to safeguarding arrangements as required.
7. Coordinate and support effective inter-agency arrangements including the process for Child Safeguarding Practice Reviews (CSPRs), ensuring that participating agencies and their report authors are aware of their responsibilities, so that the CSPR provides effective learning and meets government guidance requirements.
8. Co-ordinate training, advice and support to local groups, practitioners, and volunteers in relation to developing and sustaining good working practice in safeguarding.
9. Co-ordinate an appropriate schedule of reviews and audits of various aspects of safeguarding practice, contribute to these as appropriate, to improve outcomes for service user.

Specific Qualifications and Experience

1. Qualification (or equivalent experience) NVQ 4, HND or diploma (or equivalent experience) relevant to the role e.g., social work, early help, youth services, adult services, education, health, police services etc
2. Good knowledge of the work practices, processes and procedures (including legal and regulatory requirements and the risks of non-compliance) relevant to own area of work, including broader commercial awareness
3. Knowledge of Working Together 2018 guidance on safeguarding responsibilities and other relevant legislation, statutory guidance, regulations and guidelines.
4. Analyse existing methods and techniques, highlighting issues in order to support informed decision making
5. Provide complex advice on a range of issues within set guidelines
6. Understanding of project management
7. Communication of changes to other services, agencies and to the public
8. Good knowledge of the issues and challenges arising from multi-agency partnership working.
9. Experience of working in a multi-agency setting.
10. Ability to plan and prioritise work, responding to ad hoc issues and emerging priorities.
11. Ability to interpret and analyse high-level written and statistical information.
12. Ability to challenge, negotiate, influence, and liaise with senior level officers in order to achieve results and outcomes.
13. Present information and recommendations in a focussed and engaging way
14. Strong IT and systems skills – Microsoft Office, SharePoint, web-based
15. Able to take detailed minutes, producing effective summaries of meeting outcomes/actions.

Personal Qualities & Attributes

1. High level of resilience, attention to detail, emotional intelligence, ability to work calmly and methodically under pressure etc.
2. A self-starter with the ability to work independently, and as part of a team, to a high standard and demanding timescales.
3. Excellent written communication skills including production of analytical reports, briefing notes etc for a range of audiences.
4. Excellent verbal communication skills ensuring effective working with senior management level professionals from partner agencies as well as, children, young people, and families.
5. Excellent analytical skills

6. Understanding of core children's safeguarding principles, together with the ability to research and understand detailed information on new areas of work.

Job Requirements

1. Enhanced DBS check required.
2. Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.