



Job Description

Missing Children Support Worker

Job Details	
Grade	TBC
Job Evaluation Number	TBC
Number of Posts	10
Department	EMPOWERU
Reporting to	Team Manager Exploitation & Missing

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values

ONE TEAM
ACCOUNTABILITY AND RESPONSIBILITY
QUALITY AND INNOVATION
RELATIONSHIPS
HIGH SUPPORT HIGH CHALLENGE

Portfolio Responsibilities

Offering Return Home Interviews (RHI's) to any young person who has been reported as missing to the police, in a timely manner.

Build connections with children and their families as appropriate, offering advice and advocating for their protection. Ensure their voices influence decisions, prevent future incidents, and address exploitation risks. Gather and share information to disrupt exploitation. Identify concerns and signpost to relevant support services. Delivering Birmingham's Missing children response, raising awareness and fostering collaboration among agencies for consistent support.

Key Responsibilities

Providing an RHI offer to allocated children promptly, ensuring it is suitable and tailored to the specific needs of each child.

Providing RHIs to children who have returned, to explore their reasons for going missing; explore the risks; share information about services available to help them.

Offering the RHI service to all Birmingham children who have gone missing from home or from care. This may involve travel outside of Birmingham if a child's placement is outside of the city.

Completing an RHI report, providing information, identifying concerns, reducing missing episodes, and



referring unallocated children with safeguarding issues to CASS.
Producing and maintaining written records, statistics, reports, and supporting auditing processes as required.
Collaborating with the co-located Exploitation Hub and other professionals. Identifying and addressing missing, still missing, and found children while contributing to planning discussions for children with frequent missing episodes.
Providing a central contact for the workforce regarding missing children and their connection to exploitation while offering expert guidance to various agencies.
Contributing to meetings (individual child's or general ones) advocating for the young person and their families for strategies regarding the missing themes. This may include attending strategy discussion and disruption planning meetings.
Taking responsibility for own ongoing professional development in this area. Sharing best practice and feedback with the team. Contribute to training new team members and offering shadowing opportunities.
Exploring best practice / national research to inform local responses to missing children
Building and establishing partnership links with local and wider community organisations to enhance both disruption and diversion for children and young people. Contributing to the understanding of contextual safeguarding.
Providing occasional services to children placed by other local authorities within Birmingham which may involve responsibilities related to RHIs.
Undertaking any other duties that can reasonably be required.

Key Information	
Is Safeguarding Check needed?	DBS Enhanced Children
Will this position have Line Management Responsibility?	No

Person Specification

Essential Criteria
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation



Experience	AF/I	Demonstrate understanding of effective multi-agency collaboration to safeguard children and young people, including information sharing.
Experience	AF/I	Have experience of awareness raising activity with the workforce.
Experience	I	Possess awareness of potential indicators of grooming, serious youth violence, and targeting that may increase exploitation risks.
Experience	I	Show understanding of factors increasing vulnerability to going missing and links to wider exploitation risks and the impacts on their families/carers. Including child sexual exploitation, criminal exploitation, radicalisation, gang affiliation, socio-economic factors, and adverse childhood experiences.
Experience	AF/I	Demonstrate experience of direct contact with children and an understanding of positive engagement and relationship based practice.
Experience	AF/I	Have relevant experience in providing advice and support on matters in relation to safeguarding and child exploitation.
Skills	I	Demonstrate proficiency in fulfilling all spoken aspects of the role using the English language effectively. Effective written and verbal communication skills; including ability to present to multi-agency forums.
Skills	I	Able to manage highly sensitive personal data and good understanding of confidentiality and GDPR.
Skills	AF/I	Able to analyse data, coordinate information, and identify patterns and specific needs.
Skills	I	Able to promote child-centred and relationship based practice.
Skills	AF/I	Able to operate as part of a multi-agency network and as part of a co-located teams
Skills	AF/I	Have a flexible approach to engaging and communicating with children and their families in various environments.



Skills	I	Able to offer advice/guidance to children and their families, and the wider team and external services.
Other	I	Work flexibly outside standard hours when necessary to maximise engagement during RHIs with children and youth.
Other	I	Require a clear understanding of equality, diversity, inclusion, and actively promote anti-discriminatory practices and behaviours. Commitment to anti-oppressive practice, including promoting the voice of the child.
Other	I	Demonstrate capability to operate in a busy environment while adhering to statutory and established timescales.
Competency	AF/I	Able to take a child centred approach and willingness to learn and implement trauma informed practice.
Competency	I	Able to work independently or lone working as well as collaboratively with colleagues. Shares and listens to information, opinions and ideas, using a range of effective approaches.
Competency	I	Demonstrate resilience, flexibility and integrity. Learns continuously and effectively adapts behaviour in response to feedback.
Knowledge	AF/I	Demonstrate knowledge of Children Act 1989, Children Act 2004, Data protection Act 2018 & Statutory Safeguarding Guidance.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.