

## Job Description

### Exploitation & Missing Co-ordinator

Job Details	
<b>Grade</b>	GR5
<b>Job Number</b>	
<b>Job Evaluation Number</b>	
<b>Number of Posts</b>	9
<b>Directorate</b>	Birmingham Children's Trust
<b>Division</b>	Vulnerable Young people
<b>Department</b>	Exploitations and Missing Team
<b>Service Area</b>	Empower U/ Contextual Safeguarding
<b>Reporting to</b>	Empower U Team Managers
<b>Job Owner</b>	Millicent Obeng
<b>Date Created</b>	10 May 2024
<b>Job Approver</b>	
<b>Date Approved</b>	

Strategic statement about Birmingham City Council
Text to be provided

1.0 Portfolio Responsibilities
<p>Supporting the Trust and partners in achieving a consistent and effective multi-agency response to child exploitation.</p> <p>Coordinate Birmingham's response to contextual harm including missing and serious youth violence.</p>

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)
Acting as point of contact for the workforce on all matters of child exploitation, missing, contextual harm including serious youth violence.
Providing specialist advice and guidance to a range of agencies and organisations. This consists of child exploitation, missing children, contextual harm including serious youth violence. (in accordance with Birmingham Safeguarding Childrens Partnership)
Attending strategy discussions, multi-agency child exploitation and missing meetings. This is to ensure that children/young people are safeguarded as well as addressing the development of effective disruption plans.
Undertaking duty responsibilities as part of a 3 week rota. Daily Tasks include, attending morning briefing, reviewing and completing screening tools, responding to duty inbox, organising, responding and contributing to strategy meetings.
Ensuring children's records are kept up to date in a timely fashion.
Undertaking duty tasks such as chairing missing triage and coordinating follow up tasks. This also includes triaging found children forensically analysing, ensuring safeguarding and allocating return home interviews .
Undertaking area work 2 weeks out of 3, carrying out case consultations, undertake mapping, locality /place based assessments and vetting screening tools.
Undertaking Area work tasks such as attending and contributing to area team meetings, including contributing to external partner meetings.
Being able to work under your own initiative, managing conflicting priorities, using your professional judgements to make defensible decisions
Advocating for children who are exploited, those children who are at risk of contextual harm and missing children.
Monitoring safety and disruption plans for children who are at risk of child exploitation, missing, contextual harm including SYV.
Contributing to criminal investigations for future prosecution of perpetrators who have abused children
Chairing missing triage meetings, working in a multi-agency arena with the outcome of locating missing children. Assessing risk and wider safeguarding concerns.
Chairing case discussions with lead professionals to offer expert advice and guidance including risk markers, strengthening safety plans for vulnerable children.

Chairing intelligence / mapping meetings for vulnerable children.
Attending and contributing to strategy meetings, Disruption planning meetings and multi agency meetings.
Contributing to local place based assessments in respect of children who at risk of of contextual harm.
Attending and contribute to cross border professional meetings to share relevant intelligence so children who move between borders are safeguarded.
Identifying unmet local need and bring to attention of BCT and Birmingham Children Safeguarding Partnership. This includes local services and working collaboratively to address unmet needs and issues. This includes participating in place - based initiatives in affected communities, underpinned by contextual safeguarding approaches
Identifying barriers to effective multi-agency response to child exploitation, missing children, contextual harm.
Identifying poor practices, gaps and learning - holding everyone to account
Analysing data set on child exploitation, missing, serious youth violence. Contributing to the promotion of better understanding of the nature of contextual harm.
Taking responsibility for ongoing professional development in contextual safeguarding
Employing an anti-oppressive, trauma informed response, culturally competent, child centred approach
Exploring best practice/ national research to inform local responses to child exploitation, missing children and serious youth violence.

3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)		
Post Title	Grade	Number of Posts

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	Q/AF/I	Possess a degree level in a relevant discipline or demonstrable equivalent experience of applying knowledge in practice.
Experience	AF/I	Have significant experience in providing expert advice and guidance in relation to child exploitation/missing children/serious youth violence. This would be to a range of audiences (including Professionals, Communities, Parents and children themselves).
Experience	I/AF	Have a comprehensive understanding of the issues involved in child exploitation and contextual safeguarding. This includes risks, causes, consequences/ impact on children, families and communities and strategies to address contextual harm.
Experience	I/WBE	Demonstrate expert knowledge of the factors that increase young people's vulnerability to child exploitation
Experience	AF/I	Demonstrate expert knowledge of child exploitation, contextual harm and the impact on children and their networks.
Experience	AF/I	Demonstrate the ability to successfully coordinate safeguarding interventions. To disrupt perpetrator(s) and provide wrap around support for

		children and families.
Experience	I/WBE	Have experience of delivering successful awareness raising activity and/or training with the workforce.
Experience	AF/I	Demonstrate comprehensive knowledge and experience of principles of effective multi-agency working. To enable safeguarding of children e.g. information sharing, risk assessments
Knowledge	AF/I	Possess Knowledge of Children Act 1989, Children Act 2004, Data protection Act 2018 & Statutory Safeguarding Guidance.
Knowledge	AF/I	Possess knowledge of the Home office Disruption toolkit, National Referral Mechanism and Missing National Policies.
Skills	AF/I	Provide expert advice/guidance to the internal and external partners
Skills	AF/I	Able to establish and identify poor practice and hold those accountable. Model good practice in contextual safeguarding across work with partners and the community
Skills	AF/I	Have effective written and verbal communication skills. This includes the ability to present to multi-agency forums.
Skills	AF/I	Have the ability to operate successfully as part of a multi-agency network.
Skills	AF/I	Have the ability to promote

		child-centred, anti-discriminatory, trauma informed response and culturally competent practice.
Skills	AF/I	Have the skill to interpret and analyse intelligence, data to strengthen the response to contextual harm.
Skills	AF/I	Manage highly sensitive personal data in line with GDPR.
Skills	AF/I	Able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016)
Training	AF	Demonstrate willingness for continuous professional development.
Other	AF/I	Able to work in a extremely fast moving and pressurised environment.
Other	AF/I	Display commitment to continuous reflective practice.
Other	AF/I	Show commitment to anti-discriminatory practice, including promoting the voice of the child.
Other	AF/I	Demonstrate commitment to the safety and well-being of children/young people, families and communities

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham Children's Trust service or Directorates they work in. Birmingham Children's Trust will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Trust is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Trust's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Trust's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCT employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

**At Birmingham Children's Trust (BCT), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCT is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**