



Job Description

National Referral Mechanism Officer

Job Details	
Grade	4
Job Evaluation Number	A849
Number of Posts	1
Department	EMPOWER U Contextual Safeguarding Hub
Reporting to	Team Manager/Head of Service

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

The National Referral Mechanism identifies children who have been exploited and trafficked. This position supports Birmingham's localised decision-making process for children within the framework. Responsibilities include organising panel activities, logging referrals, and assisting in information preparation. Understanding the framework and factors contributing to exploitation is essential. Insight into trafficking risks and related dynamics is also required.

Key Responsibilities

Supporting to coordination and development of the Trust Devolved Decision-Making Pilot in conjunction with Home Office guidance.

Facilitating the NRM Panel i.e. room booking, invites and note-taking.

Assisting NRM Coordinator to research cases for Panel, ensuring accurate and up-to-date information is provided to enable effective decision-making.

Organising training to ensure Trust staff understand NRM processes and associated legislation to support increased quality and rate of referrals.

Assisting in production of accurate and timely performance information, upkeep of databases and data



analysis for monitoring, evaluation, and forward planning.
Assisting in completion of budget reporting to Home Office.
Working in multi-agency partnership to safeguard and promote the welfare of children and young people at risk, escalating concerns where required.
Ensuring compliance with other safeguarding policy and processes such as data protection, ED&I and any legal requirements relating to safeguarding.
Taking responsibility for personal growth and ongoing learning, staying updated on emerging topics to ensure methods align with advancements in contextual safeguarding.
Ensuring proper documentation supports the NRM Panel's operations and aligns with Home Office guidance, including referrals, templates, minutes, and required reporting.
Maintaining a tracking system for NRM Panel cases, ensuring warning markers are updated or removed in line with procedural requirements on Eclipse.
Assisting in generating accurate, timely performance data for the Home Office and Steering Board while maintaining databases and performing analysis for reporting.
Providing guidance to a range of agencies and organisations regarding the NRM process and the targeting and exploitation of children.

Key Information

Is Safeguarding Check needed?	DBS Enhanced Adults and 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	Demonstrate experience working within children and family services and or extrafamilial harm, youth work or safeguarding.
Experience	AF/I	Demonstrate experience of coordinating work



		between multi-agency partnerships.
Skills	AF/I	Possess skills to work professionally with people experiencing difficult personal circumstances.
Skills	AF/I	Demonstrate ability to utilise data to case management systems and accurately record information in different formats.
Skills	AF/I	Have ability to research, analyse, and summarise complex information. Effective communication and report writing skills are also essential.
Skills	AF/I	Demonstrate capability to communicate effectively in writing and speech, completing reports within specified timeframes.
Skills	AF	Evidence ability to work within timescales and liaise with multi-agency partners to coordinate information sharing.
Skills	AF/I	Collaborate effectively within a multidisciplinary team to build productive partnerships with diverse external organisations.
Skills	AF/I	Demonstrate the ability to engage with children from diverse ethnic, cultural, and social backgrounds effectively. Maintain a comprehensive understanding of diversity within the framework of contextual safeguarding practices and principles.
Skills	AF/I	Demonstrate ability to fulfil all spoken aspects of the role using the English Language as required.
Knowledge	AF/I	Possess knowledge of modern slavery policy, relevant legislation, the NRM framework, and first responder responsibilities.
Training	AF	Evidence of relevant training completion in field of exploitation, trafficking, MDS, NRM and or safeguarding.

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,



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diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.