



Job Description

Missing Support Worker

Job Details	
Grade	3
Department	Exploitations & Missing
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 Trusts 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

Key Responsibilities

- To undertake timely return home interviews (RHI) to children and young people.
- To build relationships with children and young people potentially over a period of time as appropriate to the child.
- To provide information, advice and advocate on behalf of children and young people. This is in order to support their protection from further missing episodes, abuse and exploitation; and to ensure their voice is heard within decision-making processes
- To use information gained to reduce and/or prevent future missing episodes; identify and disrupt wider exploitation; and identify possible persons of interest and locations of concern
- To support the coordination of Birmingham's response to Missing children, acting as a central point for information collation and sharing as well as for expertise and information
- To raise awareness regarding Missing issues and to the links to wider exploitation.
- To support the Children's Trust, Birmingham Safeguarding Children Partnership and West Midlands Police in achieving a consistent and effective multi-agency safeguarding response to Missing children
- To make an offer of a RHI to children allocated to you within a timely manner in a way that is appropriate to the child or young person
- To provide RHIs to children who have returned, to explore their reasons for going missing; explore the risks; share information about services available to help them; and to consider alternatives to going missing in the future
- The RHI service will be provided 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. The service may involve RHIs to children placed by other local authorities within Birmingham.
- A flexible approach is necessary to ensure that RHIs are conducted with children and young



people at a time that will maximise their engagement
<ul style="list-style-type: none">To complete a RHI report for allocated workers to provide them with information with a view to identifying any areas of concern, reducing further missing episodes and to refer into CASS any children not allocated for whom there are safeguarding concerns
<ul style="list-style-type: none">To produce and maintain written records, statistics / data sets and reports as required.
<ul style="list-style-type: none">To work alongside the co-located Exploitation Hub and other professionals, to identify and discuss missing, still missing and found / returned children; and contribute to planning discussions around children who have frequent missing episodes. This may include attending strategy discussion and disruption planning meetings
<ul style="list-style-type: none">To make recommendations as to what work is needed; and if unallocated consider whether any referrals could be made following the RHI to prevent escalation to statutory services.
<ul style="list-style-type: none">To act as point of contact for the workforce on missing children and the links to wider exploitation and provide specialist advice to a range of agencies
<ul style="list-style-type: none">To contribute to meetings (individual child's or general ones) and strategies regarding the missing themes or the individual plans for children so that children are safeguarded, and services are developed.
<ul style="list-style-type: none">To take responsibility for own ongoing professional development in this area
<ul style="list-style-type: none">To explore best practice / national research to inform local responses to missing children
<ul style="list-style-type: none">To build and establish partnership links with local and wider community organisations to enhance both disruption and diversion for children and young people
<ul style="list-style-type: none">To undertake any other duties that can reasonably be required

Key Information				
Is a Safeguarding Check needed?		Children	Adults	Children and Adults
	Basic			
	Enhanced	x		
Will this position have Line Manager Responsibility?	No			



Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/I	An applicant must demonstrate suitable experience. It would be DESIRABLE for an applicant to hold a social work qualification or relevant professional qualification
Experience	AF/I	Substantial and relevant experience in providing advice and support on matters in relation to child exploitation/missing children
Experience	AF/I	Experience of direct contact with children and an understanding of positive engagement and relationship based practice
Experience	I	A sound understanding of the wider issues and forms of exploitation and the impact on children and young people and their families/ carers
Experience	I	Knowledge of the factors that may increase a young person's vulnerability to going missing and the links to wider exploitation including child sexual exploitation, criminal exploitation, radicalisation, gang affiliation and adverse childhood experiences.
Experience	I	Knowledge of the possible indicators of grooming and targeting that may further



		increase vulnerabilities to exploitation.
Experience	AF/I	Experience of awareness raising activity with the workforce
Experience	AF/I	Knowledge of principles of effective multi-agency working to safeguard children and young people e.g. information sharing.
Experience	I	Knowledge of Children Act 1989, Children Act 2004, Data protection Act 2018 & Statutory Safeguarding Guidance
Skills	I	Ability to offer advice/guidance to the workforce.
Skills	AF/I	Ability to engage and communicate with children
Skills	I/E	Effective written and verbal communication skills; including ability to present to multi-agency forums
Skills	AF/I	Ability to operate as part of a multi-agency network and as part of a co-located team
Skills	I	Ability to promote child-centred and relationship based practice.
Skills	AF/I	Ability to analyse data, to coordinate information and identify specific issues
Skills	AF	Ability to manage highly sensitive personal data and a good understanding of confidentiality
Core Qualities	I	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.



Core Qualities	I	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches and contributes to team and partnership working.
Core Qualities	I	Service Delivery: understands the child's needs and responds appropriately
Core Qualities	I	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.
Training	I	Willingness to undertake training as and when required.
Other	I	Ability to work in a busy environment and to statutory and agreed timescales
Other	I	Availability / capacity - to work across the city and to travel outside of Birmingham if necessary if children are placed in other locations, to provide Return Home Interviews and / or support.
Other	I	Commitment to relationship based practice and continuous service improvements
Other	I	Commitment to anti-oppressive practice, including promoting the voice of the child
Other	I	Commitment to the safety and well-being of children and presenting that challenge where they are at risk of harm children/young people

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.