



Coventry City Council

Job Description

Job Title:	Safeguarding Children's Partnership and Adult Board Development Officer	Job Number:	L3933D
Directorate:	People Directorate	Post Number:	1023250
Service:	Safeguarding	Grade:	5
Location:	Friargate		

Job Purpose:

Responsible to the Safeguarding Children's Partnership and Adult Board Business Manager, for supporting and developing the work of both the Childrens Partnership and Adults Boards in Coventry. Working with a range of public sector and voluntary sector organisations across the city to support specific project work and established performance and quality assurance programmes to ensure that safeguarding practices are effective.

Main Duties and Responsibilities:

1. Support the development and co-ordination of our service user and provider engagement programme.
 2. Develop and maintain engaging, accurate and up to date website and social media content representing the full scope of the work of both the Safeguarding Children's Partnership and Safeguarding Adult's Boards.
 3. Support the production of the annual report and business planning process.
 4. Monitor learning and development activity, including recording and chasing progress of action plans to implement recommendations from quality assurance work and statutory reviews.
 5. Carry out specific pieces of research to inform and support work to deliver Board priorities.
 6. Support the preparation of policy and procedures, training brochures, briefings and other reports on behalf of the Board.
 7. Support the completion of Safeguarding Practice Reviews and Safeguarding Adults Reviews by developing and maintaining records of referrals and decisions and supporting the development, implementation and evaluation of learning activity.
 8. Regularly review learning from review work in other areas and ensure that learning from these is shared within Coventry.
 9. Develop and maintain constructive relationships with Board partners and other organisations with whom the Safeguarding Boards work.
 10. To represent the Safeguarding Boards and the City Council as required
 11. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Not applicable to this role.

Responsible to: Safeguarding Boards Business Manager (People Directorate)

Date Reviewed: 4th August 2025

Updated:



Coventry City Council

Person Specification

Job Title:	Safeguarding Children's Partnership and Adult's Board Development Officer	Job Number:	L3933D
Directorate:	People	Post Number:	1023250
Service:	Safeguarding (multi-agency)	Grade:	5
Location:	Friargate		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Data Protection Act, Human Rights Act, Equal Opportunities and Disability Discrimination legislation.• Electronic communication systems, databases and IT equipment.• A range of styles for using and presenting data in reports, as appropriate to the content of the report and the audience receiving the information.• How to use information from a variety of sources for analytical, comparative and research purposes.
Skills and Abilities:	<ul style="list-style-type: none">• Ability to research, analyse, interpret and evaluate information from a variety of sources.• Ability to collate and analyse information, including the use of relevant electronic databases and systems.• Ability to manage time, including competing priorities and demands, and work within a clear responsibility and accountability framework.• Ability to work on own initiative and be flexible to change.• Ability to communicate clearly and effectively, both orally and in writing, including the preparation and presentation of reports, briefing notes and presentations.• Ability to develop good working relationships with a wide range of staff at all levels in the statutory, voluntary and private sectors.• Able to deal with confidential information appropriately.• Ability to undertake research and policy development.

Experience:	<ul style="list-style-type: none"> • Working within children's and/or adults safeguarding legislative framework, or in other public sector service areas directly delivering services (social care, health, police, education etc). • Carrying out research and policy development. • Producing a range of high-quality reports and documents • Using complex information systems to produce, analyse and interpret data • Presenting information to a variety of stakeholders. • Organising own work programme within guidelines and achieving specific objectives to timescales. • Creating and using spreadsheet, word processing and presentation packages. • Developing and maintain high quality web and social media content.
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Educational:	<ul style="list-style-type: none"> • Maths and English GCSE essential
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Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed: August 2025