



Coventry City Council

Job Description

Job Title:	Child Exploitation Service Manager	Job Number:	L3600D
Service:	Childrens Help & Protection	Grade:	10
Location:	Broadgate House / Citywide		

Job Purpose:

This is a management role within Childrens Help & Protection service.
Specific job purposes are:

1. To provide leadership and professional support to Child Exploitation, ensuring that statutory obligations and local performance targets are met on time and within budget.
2. To ensure oversight and maintenance of high service and professional standards, linked to measured outcomes for children, young people and families who are at risk of exploitation.
3. To manage resources effectively including accountability for staffing & local expenditure budgets and for the use of grant income, in line with the principles of value for money
4. Have delegated authority for Child Exploitation Service, driving forward the services improvement, policy implementation, multi-agency plans to ensure as a city exploitation is minimized and ensuring capacity in key areas to support service outcomes, in the context of local and Council priorities.
5. To provide clear, visible and motivational leadership, communicating the vision and objectives, to create a high-performance culture that drives continual improvement, efficiency savings and high levels of user satisfaction which delivers sustainable outcomes.
6. To promote, develop and maintain effective partnership working and strategic alliances with internal and external stakeholders in order to deliver service outcomes & achieve continuous improvement.
7. To develop a Child Exploitation Service, which offers a multi-agency response to young people and which delivers good outcomes for children.

Main Duties and Responsibilities:

- To provide effective leadership and management for Child Exploitation Service to improve and assure practice and outcomes for children and their families.
- To work with partners, and lead the local planning, delivery & evaluation of Child Exploitation Service, in line with aims and objectives of Coventry's Children and Young People's Plan, Coventry Childrens Service Vision, Coventry and relevant statutory & regulatory requirements.

- To work in partnership with other departments and external agencies to develop and provide, policy, process, plans and services which meet the needs of children and families in Coventry and deliver the best possible outcomes for children at risk of exploitation.
- To work with the Operational Lead in identifying and delivering local priorities and resources for Children's Services, including childcare sufficiency.
- To develop and encourage innovation and creativity in the design and delivery of Child Exploitation Service.
- To assure that staff exercise statutory powers with due care and attention ensuring they comply with statutory legislation and guidance, including the management of school non-attendance.
- To ensure a stable service through assuring recruitment activity and the provision of learning and development to support retention alongside the Team Manager.
- To work directly with children, young people, parents, and carers to make sure their views are listened to and inform service development or changes.
- To develop the most effective models for Child exploitation services, ensuring the best possible health, education and social outcomes for children, young people and their families and providing evidence of the impact of intervention and prevention.
- To lead and ensure the council's partnerships work effectively across the city in order to improve in equalities for children and young people that live in the city and address youth violence.
- To understand, implement and comply with relevant legislation, statutory guidance and inspection requirements and to take responsibility for investigating and resolving service user complaints.
- Deputise for the Operational Lead as required
- Any other duties and responsibilities within the range of the salary grade.

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 Equality, Diversity and Inclusion Policy.

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

Responsible for: Team Managers – Child Exploitation Team, Social Workers, Child and Family Workers, Performance Manager, Youth Violence Strategic Plan and Multi-agency working

Responsible to: Operational Lead

Date Reviewed: December 2020

Updated: December 2020



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Area	Description
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Knowledge:	• Knowledge of the application of CSCB (Working Together) and Common Assessment framework processes and procedures
	• Knowledge of Exploitation, Adverse Childhood Experiences & quality assurance frameworks
	• Knowledge of relevant research & evidence base for exploitation, youth work and social inclusion practice, policy and programmes
	• Knowledge of the statutory Ofsted regulatory framework
	• Knowledge of child and adolescent development
	• Knowledge of team and organisation development principles and practice

Skills and Abilities:	• Ability to lead a multi-disciplinary service and deliver strategic objectives
	• Developed written & verbal communication skills
	• Ability to negotiate and deliver change in service delivery and practice
	• Ability to manage competing priorities, delegate and coordinate workloads
	• Ability to manage budgets
	• Ability to use performance management systems
	• Standard keyboard skills

Experience:	• Experience of partnership working and inter-agency collaboration
	• Experience of leading and managing change
	• Experience of working in and meeting the needs of diverse communities
	• Experience of setting, controlling and evaluating service budgets

Educational:	• Professional qualification in social work coupled with substantial experience in operational management
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Special Requirements:	<p>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).</p> <p>The post holder will be required to work across the city area and outside of normal business hours occasionally</p>
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Date Reviewed: December 2020

Updated: