



Coventry City Council

Job Description

Job Title:	Child Exploitation Coordinator	Job Number:	
Service:	Childrens Services - Quality Assurance	Grade:	6
Location:	Broadgate House		

Job Purpose:

This role sits within Children's Services, its primary purpose is to further develop and support the work of the Local Authority and key partner agencies to promote a dynamic and effective multi-agency and community response to child exploitation and extra familial harm; focusing on the safeguarding of children whilst supporting the work of national and local partners to increase public confidence by disrupting exploitation.

Main Duties and Responsibilities:

- Promote better understanding of the nature of child exploitation/ extra familial harm and children who go missing with local authority staff, partners and community organisations, through a range of promotion, learning and development activity.
- Maintain an awareness of new research, policy, legislative developments and good practice in the field of child exploitation/extra familial harm; use this knowledge to contribute to the local partnership approach to the changing local, regional and national picture and inform the development of the workforce, need assessments, policy and practice.
- To identify barriers to effective multi-agency responses to child exploitation and extra familial harm and work with partners to overcome these using escalation as necessary.
- Act as point of contact and conduit for intelligence and information sharing across the Local Authority and partners on behalf of Children's Services, in respect of exploitation affecting or directed at children. Analyse this information regularly to identify and share emerging themes and patterns.
- Co-ordinate and support the work of the Coventry Safeguarding Children Partnership- Contextual Safeguarding Subgroup; leading on the delivery of specific projects as required.
- Prepare relevant reports, as required, internally, to the senior leadership team, elected members and to any partnership groups such as the Police and Crime Board and Coventry Safeguarding Children Partnership.
- Represent Children's Services and our partners at relevant regional and national meetings.

- Develop and maintain effective performance management and quality assurance arrangements to monitor the effectiveness of the multi-agency response to child exploitation and extra familial harm.
 - 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 Equality, Diversity and Inclusion Policy.

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

Responsible for: Nil

Responsible to: Risk Management Co-Ordinator

Date Reviewed: April 2020

Updated: April 2020



Coventry City Council

Person Specification

Job Title:	Child Exploitation Coordinator	Job Number:	Y5801D
Service:	Children's Services - Quality Assurance	Grade:	6
Location:	Broadgate House		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Knowledge and understanding of statutory requirements and good practice in relation to responding to Child Exploitation/Extra Familial Harm.
	<ul style="list-style-type: none"> • Knowledge and understanding of regional and national policy in relation to Child Exploitation/Extra Familial Harm.
	<ul style="list-style-type: none"> • Knowledge of national, regional and local risk relating to Child Exploitation/Extra Familial Harm.
	<ul style="list-style-type: none"> • Understanding of the role and responsibilities of the Local Authority, members of the Local Safeguarding Children's Partnership and community organisations in relation to Child Exploitation/Extra Familial Harm.
	<ul style="list-style-type: none"> • Good understanding of performance management systems and quality assurance processes.

Skills and Abilities:	<ul style="list-style-type: none"> • Ability to work with a degree of independence and autonomy using initiative to respond and adapt to developing elements of the role
	<ul style="list-style-type: none"> • Ability to communicate clearly and concisely both verbally and in writing
	<ul style="list-style-type: none"> • Ability to work with partners from all services at all levels including health, criminal justice and community organisations; maintain constructive and professional working relationships.
	<ul style="list-style-type: none"> • Ability to undertake research, quality assure service delivery and prepare reports with clear findings and concise recommendations – focused on improving outcomes for children and their families assist in decision making.
	<ul style="list-style-type: none"> • Ability to devise and deliver training and presentations for a range of audiences
	<ul style="list-style-type: none"> • Ability to understand and analyse written information and numerical data and statistics in order to improve services for children at risk of exploitation.
	<ul style="list-style-type: none"> • Ability to work flexibly, creatively and innovatively
	<ul style="list-style-type: none"> • Demonstrate ability to work to meet deadlines, manage and effectively prioritise workload
	<ul style="list-style-type: none"> • Ability to competently use computer software and packages necessary to undertake and fulfil job role
	<ul style="list-style-type: none"> • Ability to influence and facilitate change through partnership working
	<ul style="list-style-type: none"> • Well-developed planning and organisational skills



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Experience:	<ul style="list-style-type: none"> • Experience of working in a partnership role with a wide range of services • Relevant experience within a children’s safeguarding, community safety and/or criminal justice background
Educational:	<ul style="list-style-type: none"> • Educated to Degree level and/or, relevant professional qualification (e.g. DipSW / Probation Studies / Teaching)
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>

Date Reviewed: April 2020

Updated: April 2020