



Coventry City Council

## Job Description

<b>Post:</b>	Coventry Safeguarding Children's Partnership and Adult Board Training Officer	<b>Job Number:</b>	
<b>Service:</b>	Coventry Safeguarding Children's Partnership and Adult Board	<b>Post Number:</b>	1023250
<b>Location:</b>	Broadgate House, Coventry	<b>Grade:</b>	7

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To enable and support each member agency of the Safeguarding Children's Partnership and Safeguarding Adults Boards, and any related organisations working with children and vulnerable adults, to meet a good standard of training/development for their staff in the area of safeguarding, having regard to legislation and guidance as well as local, regional and national learning.

The post holder will be required to both deliver and commission multi agency safeguarding training as well as leading on other areas of multi-agency workforce development activity.

The role will also require the individual to support the CSCP/ CSAB Manager in line with statutory requirements and identified local need.

### Main Duties and Responsibilities:

- To deliver multi -agency safeguarding training sessions both face to face and using virtual delivery methods.
- To commission multi agency safeguarding training.
- To plan, monitor and evaluate the quality standards of training sessions with a key focus on improvements for children, young people and their families.
- To undertake research on a local, regional and national level and make recommendations relating to multi agency workforce development activity.
- To take a lead role in providing specialist practice and training advice to statutory, independent and voluntary agency staff whose work brings them into contact with vulnerable adults, children and families.
- To co-ordinate the CSCP/CSAB conferences and learning events.
- To represent the CSC/ CSAB at a regional and national level.
- To contribute to communication initiatives on behalf of the CSCP/ CSAB including the effective communication of all training initiatives.
- To development and promote workforce development materials based on national, regional and local learning and research.
- To take a lead role in supporting and advising the Workforce Development sub-groups for both the CSCP and CSAB.

- To report to the CSCP/ CSAB the progress, delivery, outcomes and impact of training and development
- 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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** CSCP and CSAB Manager

**Date Reviewed:**

**Updated:** September 2021



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## Person Specification

<b>Post:</b>	Coventry Safeguarding Children's Partnership and Adult Board Training Officer	<b>Job Number:</b>	
<b>Service:</b>	Coventry Safeguarding Children's Partnership and Adults Board	<b>Post Number:</b>	
<b>Location:</b>	Broadgate House	<b>Grade:</b>	7

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>Working knowledge of the Children's and Social Work Act 2017, Working Together 2018 and the Care Act 2014.</li><li>A good understanding of the different roles of the agencies and the need for interagency working.</li></ul>
	<ul style="list-style-type: none"><li>A working knowledge of the Human Rights Act 1998, Data Protection Act 2018 and the Equality Act 2010.</li><li>An understanding of current research in relation to both children and adults safeguarding.</li><li>An up to date knowledge of practice issues across agencies.</li><li>A working knowledge of Signs of Safety practice is desirable.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>An ability to deliver training using a range of both face to face and virtual methods.</li></ul>
	<ul style="list-style-type: none"><li>Good communication and presentation skills both verbally and in written format.</li><li>Research and analysis skills.</li></ul>
	<ul style="list-style-type: none"><li>An ability to manage time, including competing priorities and demands, and work within a clear responsibility and accountability framework.</li></ul>
	<ul style="list-style-type: none"><li>The ability to present information in a variety of formats to a range of different audiences.</li></ul>
	<ul style="list-style-type: none"><li>An ability to work with a wide range of managers at all levels of partner agencies.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>Experience of working within children's and / or adults safeguarding legislative framework, or in the public sector service area delivering services ( health, police, education etc)</li></ul>
	<ul style="list-style-type: none"><li>Experience of teaching/ training/ presenting.</li></ul>
	<ul style="list-style-type: none"><li>Experience of researching complex information.</li></ul>
	<ul style="list-style-type: none"><li>Experience of working in a collaborative multi-agency environment.</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>Educated to Degree level or significant professional experience</li></ul>
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**Special Requirements:**

- 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).

**Date Reviewed:****Updated:** September 2021