



Job Description

Job Title: Assistant Missing Children Co-ordinator

POSCODE: NCT0029

Grade: J

Overall purpose of the job

The Assistant Missing Children Co-ordinator will support the Missing Children Co-ordinator in the response to notifications of missing and found children/young people. The post holder will support or complete the risk assessments of the lower risk, new and emerging missing children. They will allocate return interviews to dedicated members of staff and oversee the process of authorising return interviews for those young people who are at risk of being exploited or groomed. Where they see young people are being exploited and or groomed, they will share information with the Missing Coordinator who can provide support, advice and a coordinated response via safeguarding mechanisms. The Assistant will suggest actions that will result in the prevention of escalation of risk where children and young people have been missing. The role sits under the Missing Coordinator and supports the delivery of an effective RHI, plan and bespoke pieces of follow-on work to prevent risk escalating.

The postholder will provide support to practitioners and case holders, including supporting training to partners, supporting and leading group case discussions, and will deputise for non-statutory tasks for the Missing Coordinator as required.

Main accountabilities

Main accountabilities	
1.	Ensuring the delivery of effective and efficient services to children deemed missing through assessment of risks, in accordance with established practice standards in line with the missing protocol, procedures and statutory guidance
2.	To allocate and coordinate staff to complete Return Home Interviews, arranging and providing oversight and direction for return home interviews. To personally complete RHIs in cases where there are additional complexities or needs
3.	To develop effective links across all teams within the safeguarding partnership to ensure cohesion, effectiveness, and consistency for missing children. This may include attendance at meetings and the delivery of training and presentations to relevant groups of staff.
4.	To keep accurate case records of work completed and decisions made in line with local safeguarding and NCT procedures
5.	To support with supervision and 1-1 and groups to staff who deliver RHI's and bespoke pieces of missing work. This includes group supervision
6.	Work with other teams providing support services to children 0 -19 and families to ensure a robust response to missing episodes. This will include working with case holders and across remits including supporting and providing advice and support to lead professionals in delivering Early Help and statutory support packages
7.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
8.	To deputise for the Missing Children Coordinator for non-statutory tasks as required and hold a clear commitment to continuing professional development

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Professional level 5 qualification in relevant field (example social work, health, education), such as NVQ/Diploma or HND or significant relevant equivalent experience		Essential
Evidence of continuing professional development		Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Missing children	Knowledge and understanding of the reasons children and young people go missing	Essential
Exploitation	Knowledge and understanding of the ways in which children and young people can be groomed and exploited in the community and of the vulnerabilities that make such exploitation possible.	Essential
	Knowledge of the types of outreach and universal support which can reduce risk and an ability to support relevant referrals	Essential
Thresholds	Knowledge and understanding of the NSCP thresholds for intervention and support,	Essential
Skills		
Coordination	The ability to coordinate people and data data to provide a timely response to missing children	Essential
Recording	Ability to accurately record actions on a child's casefile	Essential
Analysis	Ability to look beyond the surface to escalate concerns over risk and knowledge of support at a preventative level	Essential

Inter Personal skills	Excellent interpersonal skills and effective communication with a range of professionals.	Essential
IT Skills	Competent in the use of Microsoft packages such as Excell, Outlook and Word	Essential
Engagement	The ability to engage with children, families, colleagues and partners to secure effective plans	Essential
Experience		
	Experience of working to support children and families including those at risk of in situations where harm is at risk of occurring	Essential
	Experience of designing and delivering evidence informed interventions, such as signs of safety, solution focussed or systemic approaches, with children and families who require a targeted or specialist support package	Essential
	Experience of supporting and or training others	Desirable
Equal opportunities		
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>		
	Able to demonstrate an understanding of the safe working practices that apply to this role.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible X	Field	Home
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