



## Job Description

Job Title: Child Protection Convener

Grade: G

### Overall Purpose of Role

Convening Child Protection Conferences and/or Looked After Child reviews and providing a broad range of administrative support to the service.

### Main Accountabilities

Main Accountabilities	
1	Convening all aspects of Child Protection Conferences/Looked After Child reviews. This includes preparing and distributing invitation letters, booking meeting venues, and collating reports
2	Ensure that all electronic records are accurate and up to date in relation to Child Protection Conferences/Looked After Child reviews
3	Identify information from the Child Protection/Looked After Child database in response to enquiries from Local Safeguarding Board member agencies.
4	Provide proactive support to Child Protection Chairs and Independent Review Officers
5	Liaise with the Senior Child Protection Chair and the Senior Independent Reviewing Officer regarding allocation of meetings and other related issues.
6	Liaise with Social Worker teams, external agencies and representatives as appropriate in matters relating to the clerical/administrative ... for the service.
7	Works closely and jointly with the other service members as required to ensure continuity of support for Children Services and undertake other tasks as appropriate to the role to meet the needs of the business
8	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

**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 needed for this post

Qualifications Required	Subject	Essential/Desirable
<b>Educated to GCSE standard or equivalent professional qualification or business experience</b>	Maths and English Grade C or above	E

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

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
<b>Local Government</b>	Knowledge of Local Authority statutory procedures regarding Child Protection and Looked After Children, and the relevant legal frameworks	D
<b>Children's Services</b>	Experience of working within a Children's Service environment	D
<b>Business Support</b>	Work experience of providing administrative support including dealing with complex meetings	E
<b>Skills:</b>		
<b>Numeracy/Accuracy</b>	Ability to maintain a high level of attention to detail and accuracy.	E
<b>IT</b>	Competent in the use of IT	E
<b>Communication</b>	Excellent oral and written communication skills with ability to construct and produce well-presented documents from meeting notes.	E
	Able to relate to a wide variety of people in a warm, calm and professional manner. Ability to handle clients/colleagues in a tactful and diplomatic way and be able to work as an effective team member.	E
<b>Experience:</b>		
<b>Working Relationships</b>	Experience of establishing strong working and effective relationships across numerous stakeholder groups	E
<b>Change Management</b>	Experience of working with a fast changing, dynamic environment.	E

<b>Disclosure Level</b>	
<b>What DBS Level is required for this post?</b>	
None	<input checked="" type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>
<b>Working Arrangements</b>	
<b>What work type does this role fit into?</b>	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>