

Job Description

Job Title – Conveners

Job number

Grade G

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

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

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 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 any other related issues.
6.	Liaise with Social Worker teams, external agencies and representatives as appropriate in matters relating to the clerical/administrative procedures 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 *(Include for roles involving work with children/vulnerable adults)*

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
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	E

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

Identify	Describe	Essential/ Desirable
Knowledge		
Local Government	Knowledge of Local Authority statutory procedures regarding Child Protection and Looked After Children, and the relevant legal frameworks	D
Children's Services	Experience of working within a Children's Service environment	D
Business Support	Work experience of providing administrative support including dealing with complex meetings	E
Skills		
Numeracy/Accuracy	Ability to maintain a high level of attention to detail and accuracy.	E
IT	Competent in the use of IT	E
Communication	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
Experience		
	Give an idea of the type and level of experience required do not specify years of experience.	
Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups..	E

Change Management	Experience of working with a fast changing, dynamic environment.	E
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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	Field	Home
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