**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Kingston and Richmond Safeguarding Children’s Partnership: Working Together 2023 Implementation Coordinator | **Grade**: PO3 |
| **Section:** Kingston and Richmond Safeguarding Children Partnership | **Directorate:** Stronger & Safer Communities |
| **Responsible to:** KRSCP Manager | **Responsible for:** N/A |
| **Post Number/s:** | **Last Review Date:** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

This post has been developed specifically to provide the additional resource needed to enable Kingston and Richmond Safeguarding Children Partnership to review local practice and amend and implement changes in line with the expectations set out in Working Together 2023.

**Specific Duties and Responsibilities**

This post has been developed specifically to provide the additional resource needed to enable Kingston and Richmond Safeguarding Children Partnership to review local practice and amend and implement changes in line with the expectations set out in Working Together 2023.

* To review all existing KRSCP governance documents, policies & proceedures & website to ensure they reflect the expectations of Working Together 2023
* To work on the KRSCP priorities outlined in the business plan and ensure they reflect the expectations of Working Together 2023 through close collaborative working with key partner agencies and stakeholders.
* To support partners to embed the new multi-agency practice standards outlined in Working Together 2023 for all practitioners working in services and settings that come into contact with children who may be suffering or have suffered significant harm within or outside the home
* To work to engage voluntary, charity, social enterprise (VCSE) organisations and sports clubs across Kingston and Richmond to highlight their role in safeguarding children as identified in Working Together 2023
* To support the implementation of the recommendations of the National Review – Children with disabilities and complex health needs living in residential settings for KRSCP
* To support the quality assurance functions for the partnership, including the multi-agency audit programme and any associated learning; the Joint Targeted Area Inspection. To include supporting Section 11 audits with multi agency partners to identify learning needs.
* To manage a varied workload, to assess risks, prioritising and responding to urgent tasks from multiple partner organisations as required.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

The Kingston and Richmond Safeguarding Children Partnership (KRSCP) is responsible for ensuring that everyone in Kingston and Richmond works together to safeguard children and young people in line with the principles set out in Working Together 2023. The support team is responsible for the delivery of the priorities set out in the KRSCP business plan. It is the role of the team to support the statutory safeguarding partners and wider partnership in fulfilling their duties to promote effective joint working to safeguard children in Kingston and Richmond.

The KRSCP team is responsible for the delivery and quality assurance of the key priorities and the business plan on behalf of the KRSCP senior leadership group. The arrangements are characterised by direct leadership from the three safeguarding partners: the two local authorities (through their joint Director of Children’s Services); the ICB and the Metropolitan Police.

The safeguarding team reports directly to the KRSCP senior leadership group and is hosted by Richmond council.

In December 2023 the government published the revised statutory guidance – Working Together to Safeguard Children (Working Together). This was published alongside new statutory guidance – the Children’s Social Care National Framework; which describe the practice that is needed for children, young people and families to thrive.

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| Knowledge and understanding of legislation, statutory frameworks and national policy affecting services for children and young people, particularly those relating to safeguarding children and young people. | **√** |  | **A/I** | |
| Ability to work as part of an effective and supportive team. | **√** |  | **A/I** | |
| Commitment to an organisational culture and the development of services that value equality and diversity. | **√** |  | **A/I** | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of working in or contributing to multi-agency services to safeguard children and young people. | **√** |  | **A/I** | |
| Experience of working with a range of partner agencies, service providers, professionals, third sector organisations, and other stakeholders. | **√** |  | **A/I** | |
| Experience of producing business plans, policy documents, briefing notes, website content and other documents | **√** |  | **A/I** | |
| Experience of collecting, analysing, interpreting and reporting data and other performance information. |  | **√** | **A/I** | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Strong organisational ability, including the ability to work on initiative and to prioritise workloads to meet agreed deadlines. | **√** |  | **A/I** | |
| Good verbal and written communication skills, including the ability to use different communication styles and techniques to present ideas and influence others. | **√** |  | **A/I** | |
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| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Educated to degree level or an equivalent level of training and applied experience with proven evidence of continuing professional development. | **√** |  | **A** | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**