



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Missing Children Coordinator	<b>Role Profile Number:</b> SO00048
<b>Grade:</b> M	<b>Date Prepared:</b> October 17
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Team Leader
<b>Structure Chart attached:</b>	No

### Job Purpose

- To improve the performance of missing children's process's and effective safeguarding.

### Key Accountabilities

- The Missing Children Coordinator will be reporting to the Opal team manager.
- To liaise with the police missing person coordinator.
- To provide consultation as required with the social work teams on the missing protocol and ensure that Return Home Interviews are coordinated and recorded.
- To offer targeted interventions for a small number of children.
- To collate and analyse data of missing children and contribute to the missing scorecard.
- The post holder is responsible for collating and analysing data on missing children from a number of sources including Police, Education and Children's services and MARP to report on performance with RHI's, needs, trends and patterns to inform strategic planning and operational delivery improvements.
- To liaise with Lead Professionals and outside agencies involved with children who have been reported missing.
- To support lead professional by working with them to complete Missing Return Interviews and completing on their behalf and advocate for children when required.
- To support the work of Opal and the MASH to coordinate responses and support to missing children, when required to undertake short term intervention to support the child.
- To liaise with other Local Authorities and service providers to ensure the completion of the Missing Return Interviews for Swindon Children placed out of the area and other local Authority Children placed within Swindon.
- To consult with partner agencies, internally and externally including LSCB and MARP to provide data analysis.

- To lead, develop and sustain practices to safeguard missing children.
- To maintain a recording system to provide monthly quantitative and qualitative records of missing children.
- To attend and advise at forums to raise awareness of missing children and assist and advise on the incorporation of the missing agenda into professional practice.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Excellent IT knowledge and skills and experience of use of different databases
- Experienced at using a wide range of communication skills to a high level for example, researching, reporting and presenting information and data to a range of audiences.
- Knowledge and experience of supervision
- Develop and use short term targeted evidence based intervention and earlier identification of trends and patterns.

### **Qualifications**

- Recognised qualification or knowledge of a relevant field, for example, social care, children & family work, education, health, mental health, counselling, and business administration.

### **Decision Making**

- Ability to work using initiative but within recognised framework and boundaries
- Ability to prioritise work load and to meet deadlines
- To respect the rights of children, young people and families to be involved in the decision making process
- To be able to reflect and learn from experiences.

### **Creativity and Innovation**

- To approach working with others in a creative and innovative way to ensure they all contribute to the solution
- To empower all universal settings to support children and young people to develop good emotional well being
- To work in an empowering way with children, young people and families
- To ensure best outcomes are achieved swiftly and efficiently

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> N/A</p> <p><b>Typical tasks supervised/allocated to other</b> N/A</p>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p> <p>Resources and IT equipment</p>
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**Contacts and Relationships**

To liaise closely with a wide range of people: families, schools, early years settings, children centres, colleges, hospital staff, GPs, Specialist mental health services, SBC colleagues in children and adult services and voluntary organisations

- Good verbal and non verbal communication skills
- The ability to build effective relationships with Children and their families

**Other Key Features of the role**

- Covers a wide range of settings and homes across SBC
- Deals with complex and challenging communication
- Deals with emotionally charged situations including physical and verbal aggression

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	