

# Job Description



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| <b>Job Title:</b><br>Partnership Coordinator NSCP             | <b>Service Area:</b><br>Children and Young People's Services |                                   |
| <b>Directorate:</b><br>Children's Services. Quality Assurance | <b>Post Number:</b><br>Various                               | <b>Evaluation Number:</b><br>1775 |
| <b>Grade:</b><br>PO1  | <b>Date last updated:</b><br>June 2024                       |                                   |

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Overall Purpose of Job**

To support the overall aims of Newham Safeguarding Children Partnership (NSCP) through efficient and effective coordination and clerical support.

To undertake the compilation, analysis and presentation of data and information from a wide range of sources in order to assist the assessment of programme effectiveness and where improvements need to be made.

To develop active and effective working relationships with providers and agencies delivering services, across children's services and external departments and agencies.

## **Job Context**

1. The post holder will report to the Service Manager.
2. The post holder has no line management responsibility.
3. The post holder has no sole budget responsibility.
4. The post holder may be required to work some evenings in order to meet service requirements.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### To undertake all general responsibilities listed below:

1. To ensure that the relevant service in NSCP receives high quality administrative and clerical support.
2. To manage and coordinate the production of accurate and regular reports on performance, in relation to all areas of delivery but also in tracking cohorts of children, young people and families accessing the service, as may be required by senior managers.
3. To be 'hands on' in supporting staff, liaising with internal and external partners and taking a proactive approach to finding solutions.
4. To support staff in the service in evaluating and increasing the impact of the service by developing new initiatives that may support the NSCP
5. To liaise directly with professionals across the safeguarding partnership, responding to queries effectively.
6. To attend and support the delivery of NSCP meetings by preparing agendas, reports, producing clear and concise meeting notes, and following up as required.
7. To work collaboratively with partner organisations, local voluntary and community groups, the police, schools and health providers to raise awareness of the service and the referral routes in to it.
8. To lead on the development and monitoring of service level agreements, business plans and risk registers for the NSCP if/when required, and with support from the relevant Head of Service Manager.
9. To monitor the mailbox and phone line to ensure that new referrals are dealt with in a professional and timely manner.
10. To play a lead role in ensuring that there is effective involvement of relevant stakeholders in the development and commissioning of services, whilst staying true to core programme aims and council priorities.
11. The post holder will maintain positive relationships with a range of supporters and critical friends of the programme. This includes the Children's Social Care service, and other linked services and partner agencies including the Youth Offending Service and Positive Families Partnership.
12. To deal with a range of queries from the public and from other staff in a polite and

helpful manner, seeking advice or guidance from senior staff as appropriate.

13. To undertake such other duties commensurate with the grade and responsibilities of the post.

14. To support the maintenance and development of the NSCP website

15. To support with NSCP conferences and learning events planned throughout the year, booking venues and supporting the running of the events.

16. To collect annual payments from partners.

# Personal Specification



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| <b>Job Title:</b><br>Partnership Coordinator   | <b>Service Area:</b><br>Newham Safeguarding Children Partnership |                                   |
| <b>Directorate:</b><br>CYPS. Quality Assurance | <b>Post Number:</b><br>39754                                     | <b>Evaluation Number:</b><br>1775 |
| <b>Grade:</b><br>PO1                           | <b>Date last updated:</b><br>June 2024                           |                                   |

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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA   | METHOD OF ASSESSMENT       |
|--|----------------------------|
| <b>KNOWLEDGE:</b><br><br>Good knowledge and understanding of the workings of local government, especially within safeguarding partnerships, Children's Services: a social care and/or safeguarding service settings. | Application Form/Interview |

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| Good knowledge and understanding of local authority responsibilities towards vulnerable children. In particular, those supported by the social work system.  | Application Form/Interview  |
| <b>QUALIFICATIONS:</b><br><br>Educated to degree level, or equivalent level of work experience relevant or similar to the field (in Children's Services)   | Application Form  |
| <b>EXPERIENCE:</b><br><br>Experience of working in or with services linked to children, young people and families.<br><br>Practical examples of experience in being creative in listening to and engaging service users, i.e. children, young people and parents, and using this to shape the delivery of new solutions and/or resolving issues.<br><br>Experience of working with multidisciplinary teams and specialists to improve and enhance service delivery.<br><br>Experience of successfully building relationships with stakeholders to achieve service priorities.<br><br>Experience in producing high quality performance reports and progress briefings for senior managers.<br><br>Experience in setting up and managing service governance mechanisms, including team meetings. | Application Form/Interview<br><br>Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview<br><br>Application Form/Interview |
| <b>SKILLS AND ABILITIES:</b><br><br>Ability to communicate throughout all levels of an organisation, from practitioners to senior directors and external partners.<br><br>Good written and verbal communication skills, as well as the ability to simplify complex ideas and communicate them.<br><br>Ability to work to tight timescales and work effectively under pressure; organising tasks and workload independently and to demonstrate accountability in supervision.   | Interview/Test<br><br>Application Form/Interview/Test<br><br>Application Form/Interview   |

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| <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to take on new concepts and be forward thinking.</p> <p>Ability to be reflective and creative when working with vulnerable children and young people.</p>   | <p>Application Form/Interview</p> <p>Interview</p> <p>Interview</p>        |
| <p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Excellent organisational skills and attention to detail.</p> <p>Focused on achieving core programme objectives, whilst remaining flexible and adaptable to changes in programme requirements.</p> <p>Good interpersonal skills which are appropriate to working with a range of key stakeholders, including external partners and service users.</p> <p>Confident, self motivated, proactive, with a high capacity of work.</p> | <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |
| <p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>This post is subject to an enhanced DBS check.</p>  | <p>Satisfactory clearance at conditional offer stage</p>                   |