

# London Borough of Lambeth

## JOB DESCRIPTION

**Job Title:** Missing Co-ordinator  
**Grade:** PO5  
**Division:** Children's Social Care  
**Directorate:** Children's  
**Reporting to:** Team Manager

### **Main Purpose:**

- To be the named operational lead and single point of contact within Lambeth children's services for any child who is either missing from home, education or care (including those Lambeth looked after children placed out of borough).
- To implement and steer the implementation of Lambeth's Missing Strategy across the borough and with its partner agencies
- To lead and co-ordinate operational support for young people who are missing, within the local authority and its partner agencies including ensuring that all missing children have a return home interview which has addressed the risk and identifies any future risk
- To work closely with Children Sexual exploitation co-ordinator recognising the associated risks for young people identified as missing of Child sexual exploitation.
- To help support the local authority and the LSCB in providing an effective multi-agency response to children that are missing, including strategies that reduce risk and prevent future missing episodes
- To research and make recommendation for the commissioning of external services for specialist tailored intervention to prevent children going missing and reduce the risks associated with missing episodes

### **Principal Accountabilities:**

1. To work with the MASH service and all services areas to ensure that missing children are identified and supported effectively to reduce risks and increase protective factors
2. To keep a data base of Looked After Children, placed in Lambeth by other boroughs, that are reported missing and liaise with the home borough and other partners
3. To co-ordinate with police on the most worrying case to ensure that the most vulnerable children are identified
4. To offer management consultation for a small caseload of complex cases requiring specialist management overview
5. To attend the monthly MARP and MACE panels
6. To be an active member of the appropriate LSCB CSE subgroup and contribute to the implementation of any board recommendations or actions
7. To oversee all Missing referrals allocated to Team Managers for the initial strategy meeting and challenge any subsequent safeguarding decisions made when necessary
8. To visit providers of care, especially children's homes and semi-independence units to ensure missing protocols are robust and to liaise with the child's host authority
9. To regularly review and monitor any services commissioned for missing children to ensure they are meeting the outputs and outcomes of the contract and adhering to statutory requirements

10. To liaise with the designated officer/agency for children 'CSE' and support appropriate risk assessment for those identified as being at risk of CSE
11. To liaise with all social care staff including senior management and Independent Reviewing Officers on open cases where there are concern about "missing" providing advice and guidance in line with established protocols and procedures and ensure compliance in safeguarding children in line with established thresholds
12. To lead on and effectively monitor local operational Missing procedures and protocols and make recommendations for improvement
13. To develop and maintain relationships with key partner agencies (including schools) and the local community to promote awareness of Missing within the borough via the delivery of specialist training including recognising and responding to Children who are missing
14. To collect, collate, analyse and monitor local Missing data including links to CSE, county lines, and youth crime, including gang activity and thereby identifying perpetrators, victims, trends, locations and hotspots which can contribute to local and national research
15. To identify barriers to an effective multi-agency response to Missing and escalate to the MASH, the LSCB sub-group and the MASE panel
16. To establish a professional relationship with other Missing Co-ordinators in neighbouring boroughs and share information on a need to know basis about young people identified as victim or perpetrators or about local trends, locations and hotspots
17. To develop and maintain a central database containing data from referral, allocation, interventions and outcomes and provide a monthly report to the DCS and Director of CSC highlighting any high risk cases
18. To prepare and present briefing papers, reports and presentations for a wide range of audiences including Councillors, Senior Management, Police, Head teachers and other professionals and parents.
19. To represent the service at internal and external meetings, conferences and seminars
20. Promote anti-discriminatory practice, equal access to resources, the understanding of difference and address equality issues for children looked after and children at risk of significant harm
21. Attend team meetings and contribute to the development of the MASH by identifying barriers to the effective management and disruption of CSE specifically relating to Missing children
22. Provide professional assistance to all agencies working with any child identified as Missing or at risk of being Missing including looked after children placed out of borough

## London Borough of Lambeth

### Person Specification

In your written application, you will need to give evidence or examples of your proven experience in each of the criteria marked essential. Evidence of other areas will be sought at interview and/or test (as highlighted).

If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with ✓✓ on the personal specification when you complete the application form.

	Code		Short-listing Criteria
<b>Qualification</b>	<b>Q1</b>	Educated to degree level or equivalent and with a professional qualification in social work.	<b>E</b> ✓✓
<b>Key Knowledge</b>	<b>K1</b>	Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to children in need and safeguarding children.	✓✓
	<b>K2</b>	Sound knowledge of child protection practice, policies and procedures	✓✓
	<b>K3</b>	An understanding of and ability to promote equality of opportunity and anti -discriminatory and anti- oppressive attitudes.	✓✓
	<b>K4</b>	Knowledge and understanding of the theoretical basis of child protection work including context of family and society, causal factors, risk assessment and management, definitions and research.	✓✓
<b>Relevant Experience</b>	<b>E1</b>	Extensive post qualifying experience of safeguarding, management, social policy planning, development and research.	<b>E</b> ✓✓
	<b>E2</b>	Experience of working collaboratively in a Multi-Agency environment with Health, Education, Police colleagues and other agencies including the voluntary sector.	✓✓
	<b>E3</b>	Experience of project management	
	<b>E4</b>	Experience of preparing, writing and presenting business plans, action plans and other reports as required.	

<b>Core Behaviours</b>	<b>B1</b>	<b>Focuses on Citizens</b> Level 4 – Systematically engages with citizens on regular basis <ul style="list-style-type: none"> <li>Engages with and listens to citizens and stakeholders on a regular basis in order to understand their needs and concerns</li> <li>Empowers and supports citizens and stakeholders to make informed choices and co-design future services</li> </ul>	<b>E</b> ✓✓
	<b>B2</b>	<b>Takes Ownership</b> Level 3 – Drives continual improvement <ul style="list-style-type: none"> <li>Constantly thinks 'how could we do this better?' e.g. doing something faster, more efficiently or to a higher standard.</li> <li>Takes calculated risks to deliver better outcomes for service users</li> <li>Shares lessons learned across the Borough</li> </ul>	<b>E</b> ✓✓
	<b>B3</b>	<b>Works collaboratively</b> Level 3 – Builds partnerships and relationships internally and externally <ul style="list-style-type: none"> <li>Takes the time to get to know other and their perspective</li> <li>Manages relationships and partnerships for the long term sharing information, building trust, constructively and openly tackling conflict and finding win/win solutions</li> <li>Sets priorities and makes choices based on the wider needs of the Borough or the community and not just own service area</li> </ul>	<b>E</b> ✓✓
	<b>B4</b>	<b>Integrity</b> Level 3 – Walks the talk <ul style="list-style-type: none"> <li>Champions the values of the Cooperative Council and own personal values through words and actions</li> <li>Acts as a role model for others</li> <li>Is prepared to admit to having made a mistake</li> </ul>	

	<b>B5</b>	<p><b>Committed to the Borough</b> Level 2 – Puts the Borough first</p> <ul style="list-style-type: none"> <li>• Takes action in own service area to support the vision and goals of the cooperative Council.</li> <li>• Gets involved in organisation-wide activities and activities not directly related to own service area.</li> <li>•</li> </ul>	
	<b>B6</b>	<p><b>Manages performance for outcomes</b> Level 4 – Creates a culture of accountability</p> <ul style="list-style-type: none"> <li>• Constructively challenges peers, partners, members and senior leaders to deliver agreed results and/or model the agreed values and behaviours</li> <li>• Is prepared to take appropriate action to address performance problems e.g. removing a service contract from a provider</li> </ul>	✓✓
	<b>B7</b>	<p><b>Scans the environment</b> Level 4 – Shapes the agenda</p> <ul style="list-style-type: none"> <li>• Seeks out ideas and learning from the best organisations, not just from the sector</li> <li>• Is at the forefront of thinking in their area</li> <li>• Informs the thinking of policy makers</li> </ul>	
	<b>B8</b>	<p><b>Thinks strategically and creates clarity</b> Level 3 – Creates new ways of working for the future</p> <ul style="list-style-type: none"> <li>• Takes a broad view of issues considering multiple perspectives and scenarios.</li> <li>• Is able to identify key drivers or issues even in ambiguous or unclear situations</li> <li>• Focuses where it counts, creating strategic direction for themselves and others.</li> </ul>	