

Person Specification NSCP Co-ordinator



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Recognised Professional / Qualification, e.g. Dip SW / Social Work Degree / Teaching Degree / Nursing Degree, or equivalent
- Experience of working in a relevant profession, such as teaching, social work, health visiting, police or voluntary sector
- Experience of working within children's safeguarding including direct involvement in safeguarding children processes
- A detailed knowledge of legalisation, guidance and research (e.g. The Children Act 1989, Working Together 2018, Safeguarding Children in Education 2020) relating to children's safeguarding allowing the post holder to provide advice, guidance and support on safeguarding matters to colleagues across the statutory, community and faith based sectors.
- Knowledge of the role and function of Safeguarding Children Partnerships
- Experience of working with and developing procedures and guidance that are accessible to children, families and professionals
- Experience of quality assurance processes and frameworks
- Knowledge and experience of risk assessment and/or risk management
- Commitment to promoting the rights of children
- Able to summarise, analyse and evaluate complex information
- Excellent recording and report writing skills using electronic data information systems
- Effective assessment, planning and reviewing skills, with the ability to prioritise tasks and manage workload and deal with conflicting demands
- Able to contribute to, and work within, a supportive team environment
- Experience of budget management
- Experience of involving and working in partnership with service users, carers, families, the police, health colleagues, advocates, service providers and other professionals
- Able to liaise effectively with other agencies and professionals

Desirable

- Experience of multi-agency working
- Able to contribute to personal continuous service development
- Knowledge of resources – health, local authority, voluntary and independent sector

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Level of experience, including experience in field work and other related experience
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge of relevant legislation and statutory guidance
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-

Version dated 23.11.20

development

- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Flexible approach to work, location, duties and hours