Job Title:	**Child Protection Specialist**
Team/Service Area:	**Multi Agency Child Protection**
Salary/Grade:	**Grade 9**
Line Manager:	**Multi Agency Child Protection Team Manager**
Direct Reports:	
Location:	**Sandhill/Agile**

About the Role

To Support the performance of Together for Children-Sunderland (TFC) and partner agencies of their functions in relation to children at risk of harm, chair strategy meetings and Child Protection Conferences and oversee Child Protection Investigations. Carry out related duties under the Children Act 1989 and Working Together.
To support the implementation of the Families First model within Sunderland in delivering an effective service for children and their families that provides oversight of a child's plan, to deliver timely outcomes for children
To work within a multi agency team to support the effective sharing of information and delegation of professional roles

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

- To ensure that statutory, policy and procedural requirements are being met in keeping with national and local arrangements for children/young people and their families at Child Protection Conferences and Reviews.
- To be responsible for organising, chairing and the follow-up of Child Protection Conferences/Reviews, in accordance with Sunderland Safeguarding Children Partnership procedures (SSCP).
- To provide appropriate scrutiny of multi-agency practice and plans to ensure timely interventions and support are provided to children and their families when safeguarding concerns are present.

- To take appropriate action to improve outcomes for children/young people when safeguarding issues are identified, using the appropriate escalation procedures.
- To ensure that children/young people's records are kept in line with practice standards where safeguarding concerns are present.
- To produce detailed Child Protection records for individual children/young people, in keeping with safeguarding legislation.
- To support and contribute to the development of services and their wider function, to raise standards and outcomes for children/young people.
- To contribute to and support the on-going developing of working relationships with social care and multi-agency partners, to seek to improve practice, standards and outcomes for children/young people.
- To meet with children/ young people and their families to ensure their views are represented within the Child Protection process.
- To seek feedback from children/ young people and their families regarding the process and use this to shape service delivery.
- To contribute to the quality assurance role and function via the production of data and analysis, in accordance with the safeguarding agenda.
- To promote a positive and enabling culture both within the service and via effective relationships with multi-agency partners.
- To contribute to annual service reports and plans as required, and to share in the development of a vision for the service.
- To participate, support and comply with Council arrangements for responding to emergencies and or business interruptions.
- The above list is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post.
- To safeguard and promote the welfare of children and young people.
- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post. Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: December 2025

Person Specification – Child Protection Specialist

The essential requirements for this post and how candidates will be assessed are set out below. Where 'application form' is the method of assessment, candidates should evidence that they meet these criteria, to be successful at the shortlisting stage.

Essential Requirements	Method of Assessment
Qualifications • Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons SW • Current Social Work England Registration. • Evidence of continuous professional development. • Current driving license and access to a car,or means to mobility support. • Completion of ASYE first year - desireable	Application Form
Experience • Extensive post qualifying experience of statutory social work within children and families in a statutory and/or third sector setting. • Experience of working across agencies promoting understanding and good practice in relation to children's safeguarding matters, • Experience of chairing complex meeting within a range of settings	Application Form
Knowledge and Understanding • Understanding of the quality assurance role that the IRO has within the wider Safeguarding Agenda.	Application Form
Knowledge and Understanding • Clear knowledge and understanding of Children's Services legislation. • Clear understanding of Child Protection Processes. • Clear understanding of the Families First agenda. • Experience of working with and across multi-agency professions in delivering a high-quality service for children and families. • Ability to scrutinise plans for children and challenge areas of drift and delay.	Interview

Skills and Abilities • Share information obtain information and have dialogue with others, either in writing, in person or over the telephone. • Effectively engage with a range of individuals including children, parents and carers, residential staff and other professionals and colleagues. • Amalgamate and use information to produce reports in keeping with agency timescales • Apply knowledge of legislation, research and policy to the practice. • Identify strengths and indicators of risk to support service development. • Present and disseminate information to support learning and development for TFC staff and staff from partner agencies. • Effectively chair and manage meetings. • Effectively use a PC to write reports/assessments, record information or input data. • Establish direction and influence others towards shared goals and empower, inspire and motivate individuals. Model the social work role, promote social work and decision making within and outside the organisation. • Be self-motivated, resilient and committed to excellent practice. • Take ownership and responsibility arising from own • and others to the level of the post. • Lead by example and promote excellence. • Meet the travel requirements of the post • The ability to work outside of normal working hours to meet the needs of the service. • Show commitment to Equal Opportunities • Strategic Perspective – Take a long-term view, sets goals, and evaluates the impact of ideas and policy decisions.	Interview
Other Requirements • Willingness to participate in the TfC in-house Leadership and Management Programme (Cultivate/Empower/Elevate) • Willingness to form part of the TfC Coaching Programme and commitment to the development of other TfC future leaders and managers through Thrive@TfC	Interview

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