

## **CHILDRENS DIRECTORATE**

### **ADOLESCENT SERVICES**

#### **JOB DESCRIPTION**

**POST: MISSING SERVICE INTERVENTION WORKER**

**JOB ID: D06A**

**GRADE: Grade F Current Salary £31,022 to £33,699**

#### **Post Objective(s):**

Safeguarding and promoting the welfare of children is a core statutory duty requiring effective partnership working. Children who go missing from home or care are particularly vulnerable and at increased risk of harm, including exploitation.

Tameside's Missing from Home Service, co-located with Greater Manchester Police and working alongside the Complex Safeguarding Team, provides a coordinated, multi-agency response to children reported missing. The role involves working directly with children and young people to deliver timely, trauma-informed and child-centred Return Home Interviews, identifying risks, informing safeguarding responses and supporting early intervention.

The post holder will contribute to reducing repeat missing episodes through effective engagement, information sharing and partnership working, ensuring children are safeguarded and supported to achieve improved outcomes.

The primary purpose of this role is to:

- Deliver independent Return Home Interviews (RHI) to all children and young people reported missing from home or care, in line with statutory requirements and local protocols.
- Identify and respond to safeguarding risks, including child sexual exploitation (CSE), criminal exploitation, substance misuse and mental health concerns.
- Contribute to reducing repeat missing episodes through early intervention, relationship-based practice, and targeted support.

- Develop and share intelligence and data mapping to strengthen multi-agency responses and inform risk management.
- Support the wider service in identifying trends, reporting on activity, and ensuring a coordinated and preventative approach to missing incidents in Tameside.

## **KEY TASKS:**

### **1. Direct Work with Children and Young People**

- Complete Return Home Interviews within 72 hours of a missing episode, in accordance with guidance and local protocols.
- Engage young people in a child-centred, trauma-informed manner, building trusting relationships.
- Identify and record push and pull factors influencing missing behaviour.
- Provide independent advocacy, ensuring the voice of the child is central to all planning.
- Deliver safety planning and preventative advice regarding risks associated with going missing.
- Provide a flexible and creative approach to engagement,

### **2. Safeguarding, Risk Assessment and Care Planning**

- Identify safeguarding concerns, including exploitation, abuse, neglect and contextual risks.
- Complete and contribute to risk assessments, trigger plans and ensure findings inform care planning.
- Share intelligence and safeguarding information promptly with Social Care, Police and partner agencies. (including completing a MARS referral for additional support as and when required)
- Contribute to multi-agency risk management processes, through Missing Panels.
- Ensure all interventions support improved outcomes and reduced risk for children and young people.

### **3. Multi-Agency Working and Collaboration**

- Work collaboratively with Children's Social Care, Police, Education, Health and third sector partners.
- Maintain effective communication with parents/carers and professionals.
- Attend and contribute to multi-agency meetings, including planning and risk management forums.
- Provide prompt responses to partner agency enquiries.
- Promote a coordinated, partnership-led approach to safeguarding.

#### **4. Early Intervention, Support and Signposting**

- Provide advice, guidance and support to young people and their families.
- Signpost and refer to appropriate specialist services, including mental health, substance misuse and exploitation services.
- Promote awareness of risks such as CSE, criminal exploitation and missing behaviours.
- Support the development and use of local resources, including youth centres and community provision.

#### **5. Recording, Data and Service Development**

- Maintain accurate, timely and high-quality records in line with statutory and local requirements.
- Monitor and record service activity and contribute to performance reporting and data analysis.
- Assist in identifying trends, spaces and emerging risks to inform targeted interventions.
- Support service evaluation, audits and development activity.

#### **6. Professional Responsibilities**

- Work in line with lone working protocols and health & safety procedures.
- Participate in team meetings, supervision, training and development opportunities.
- Represent the service professionally, promoting a positive image in all settings.
- Work flexibly,
- Undertake any additional duties appropriate to the role and service needs.

**Tameside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

## PERSON SPECIFICATION

**Job Title:** MISSING SERVICE PROJECT WORKER

**Responsible to:** Complex Safeguarding Team Manager

**Grade:** F

<b>Education and Training</b>	<b>Measure</b>	<b>Rank</b>
• Educated to GCSE / O Level standard or equivalent		D
• NVQ Level 3 Youth Work or equivalent from relevant field		D
• Child Protection / Safeguarding Training		E
<b>Relevant Experience</b>	<b>Measure</b>	<b>Rank</b>
• Significant recent experience of working with children, young people or adults whose behaviour places them at risk of poor outcomes.	A/I	E
• Experience of working with young people at risk of exploitation	A/I	E
• Experience of working in the community with challenging young people	A/I	E
• Experience of working with schools, communities and hard to reach groups	A/I	E
• Working in collaboration with partners to secure effective and sustained outcomes	A/I	E
<b>General and Special Knowledge</b>	<b>Measure</b>	<b>Rank</b>
• An understanding of the range of issues that are associated with adverse outcomes for young people.	A/I/P	E
• An awareness of services for families and parents and knowledge of how to broker and arrange provision.	A/I/P	E
• A knowledge of assessment and planning procedures for young people requiring an early help offer	A/I/P	E
<b>Skills and Abilities</b>		
• The ability to build positive relationships with children, young people and families that enable change.	I/P	E
• Ability to communicate openly and honestly with young people and parents	A/I/P	E
• Ability to engage, motivate and challenge socially excluded adolescents to achieve a measurable change in their thinking and behaviour.	A/I/T	E
• Ability to work effectively in a multi-disciplinary system and to represent the service in this arena		
• Ability to advocate for and with young people and work in an anti-oppressive and anti-discriminatory manner.	A/I	E
• Ability to work on a one to one basis and in a group setting	A/I/P	E
• Ability to maintain up-to-date accurate records and skills in administration, report writing and record keeping	A/I	E
• Ability to fulfil all spoken aspects of the role with confidence through the medium of English	A/I	E

Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>Passionate about working with children and young people; energy, verve and drive to improve their outcomes.</li> </ul>	A/IP/T	E
<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Work in accordance with the council's vision, priorities, values and behaviours.</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Hold a current driving licence and able to undertake any travel in connection with the post.</li> </ul>	A/I	E

**Key Information Category (E) Essential Recruitment** without which the candidate would be unable to carry out the duties of the post.

**Category (D) Desirable Features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.