



INDEPENDENT CHAIR

JOB DESCRIPTION

CONDITIONS:

Employment Status:	Self Employed
Length of Contract:	2 years, with a review after the first year
Commitment:	Up to 25 days per annum (To be agreed)
Salary:	£450 per day, to include expenses.

PURPOSE: To ensure that the Telford & Wrekin Safeguarding Children Board operates effectively by:

- Ensuring that partner agencies work effectively together so that the children and young people of Telford & Wrekin are safeguarded and their welfare promoted.
- Being an advocate for safeguarding across all agencies and communities in Telford & Wrekin
- Being a champion for children and young people's safeguarding and ensuring that their views are sought and listened to.
- Ensuring that the Board meets its responsibilities in line with The Children Act 2004 and Working Together to Safeguard Children, 2006 and any subsequent government requirements.
- Providing an independent/impartial perspective/voice for the Board.
- Providing leadership of the Board, ensuring regular evaluation of its effectiveness in scrutinising safeguarding activities across all partner agencies.

ACCOUNTABILITY:

- The post holder will be accountable to the Director of Children's Services (DCS).

RESPONSIBILITIES:

- To chair quarterly meetings of T&WSCB
- To agree the Agenda and Minutes for distribution
- To chair/attend extraordinary meetings of the Board as required, e.g. presentation of findings and recommendations of Serious Case Reviews.
- To ensure effective collective working between partner agencies, providing challenge and assisting in resolving difficulties when necessary.
- To ensure safeguarding and promoting the welfare of children and young people is embedded in all the relevant policies, procedures and planning processes of partner agencies.
- To ensure that the needs of vulnerable children and young people are addressed in accordance with the Council's equality and diversity policies.
- To participate in inter-agency initiatives at a senior strategic level as necessary and as agreed by the DCS
- To provide the "public face" of T&WSCB, supported by Telford & Wrekin Council PR Section
- To represent the Board at national and regional meetings as agreed by the DCS
- To attend meetings of Telford & Wrekin's Children's Trust Board and to represent the Board in relation to specific issues.
- To meet with Director of Children's Services at least six monthly to review the efficacy of the Board.
- To meet as required with the Council's Lead member for Children and Young People.
- To ensure that T&WSCB's Annual Report is published and the Business Plan prepared, implemented and monitored.
- To ensure that all T&WSCB subgroups are functioning efficiently
- To ensure robust performance monitoring

- To decide on the need for a Serious Case Review, following the recommendation of the Serious Case Review Panel, and ensure that the process is undertaken in line with current guidance
- To ensure that lessons learnt from Child Death Overview Panel cases are disseminated.
- To ensure that the Board's Terms of Reference are reviewed annually and amended as necessary.
- To respond to correspondence sent to the chair.
- To keep up to date with new or emerging policies and procedures; research; evidence findings; good practice and Government guidance.
- To participate fully in the review and evaluation of the Chair's role and responsibilities.



INDEPENDENT CHAIR

PERSON SPECIFICATION

Qualifications:

Essential:

- Professional or Academic qualification to Degree standard in a relevant professional discipline.

Desirable:

- Post-graduate or Management qualification

Knowledge/Experience:

Essential:

- Significant experience of working within the statutory, voluntary or community sector at a senior level, including governance and performance management.
- Experience of working within an agency with operational responsibility for the safeguarding of children and the promotion of their welfare.
- Extensive knowledge of legislation and guidance relating to the establishment and responsibilities of LSCBs.
- Extensive knowledge and understanding of wider issues/recent developments in safeguarding and promoting the welfare of children.
- Experience of leading developments/initiatives at a senior strategic level.
- Experience of chairing complex meetings at a senior strategic level.
- Knowledge of responsibilities and structure of key partner agencies.
- Proven experience of promoting and implementing equality and diversity.

Desirable

- Experience of dealing with the media.

Skills/Abilities:

- Ability to build and maintain effective partnerships at a senior strategic level.
- Ability to challenge partner agencies positively and assertively
- Ability to analyse and resolve complex strategic issues quickly and in a diplomatic manner.
- Proven leadership and motivational skills.
- Effective organisational abilities
- Exceptional communication skills including public speaking.
- Ability to network effectively with a variety of organisations and individuals, including the media.
- Strong interpersonal skills, with ability to develop Board members as a team to meet common objectives.
- Ability to chair complex meetings and facilitate effective working relationships.
- Politically astute, able to grasp relevant issues and understand the relationships between parties.
- Ability to be independent in judgement and to think creatively.