



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Safeguarding Children's Partnership Manager
Job Reference	
Service	Children's Social Care
Team	Safeguarding Children's Partnership
Location	Shute End/Hyrid
Reports to	Service Director for Practice Improvement and Quality
Responsible for	Children's Partnership Coordinator and Business Support Officer
Grade	10
Contract Type	Permanent
Hours	37 hours per week

Main Accountabilities	
1.	Provide strategic support to the Children's Safeguarding Partnership, including the development and implementation of business plans, annual reports, and board-wide policies.
2.	Coordinate and facilitate Partnership meetings, sub-groups, and multi-agency partnership events, ensuring effective communication and timely follow-up of actions.
3.	Monitor and report on progress towards the Partnerships strategic aims and statutory responsibilities, ensuring that safeguarding and community safety action plans are delivered.
4.	Ensure that the Partnership has access to performance data and insight about local multi-agency safeguarding practice in order to inform the identification of priorities and actions.
5.	Oversee Children's Safeguarding Practice Reviews, Local Learning Reviews, Domestic Abuse Related Death Reviews, and learning processes through multi-agency audit activity supporting partners to act on recommendations and embed best practice.
6.	Support the development and delivery of multi-agency training programmes and public awareness initiatives for safeguarding children.





7.	Act as a central contact for Partnership members, stakeholders, and external partners, ensuring effective information sharing and collaborative working across adult safeguarding and community safety issues.
8.	Prepare high-quality reports, briefing papers, and presentations for the Partnership, its partners, and wider communities including producing an annual Partnership Report.
9.	Stay up to date with relevant national and local legislation, statutory guidance, and policy developments relating to child protection and safeguarding.
10.	Develop and maintain professionals and public facing web enabled platforms across children's safeguarding workstreams.

Person Specification	Essential	Desirable
Education/Qualifications	Educated to degree level with relevant qualification or management experience in either health, education, social care or criminal justice, and evidence of continuing professional development.	
Experience	Relevant experience in child safeguarding either in health, education, police or children's social care.	
Skills/Knowledge	Skilled and experienced at developing positive relationships with senior leaders. Skilled and experienced at analysing performance data to create meaningful insight. Skilled and experienced at coordinating project work to deliver effective outcomes. Experienced in developing quality assurance systems to review the effectiveness of services.	
Behaviours/Attributes	Skilled and experienced in all aspects of people management and multi agency working.	





	Skilled and experienced in all aspects of budget management. High-level communication and ICT skills. Able to think strategically and find creative solutions to problems or challenges. Able to work with a high level of sensitivity and confidentiality. Able to persuade and negotiate and influence decision-making. Strong organisational abilities in order to deliver projects to agreed timescales. Personal determination, drive, energy, and ambition to deliver excellent services. Willingness to learn and engage in continuing professional development.	
--	---	--

Purpose Details	
Service Purpose	The Wokingham Children's Safeguarding Partnership is responsible for ensuring that everyone in Wokingham works together to safeguard children and young people in line with the principles set out in Working Together. The support team is responsible for the delivery of the priorities set out in the Partnership business plan. It is the role of the team to support the statutory safeguarding partners and wider partnership in fulfilling their duties to promote effective joint working to safeguard children in Wokingham. The support team is responsible to the Delegated Senior Partners (DSP)





Role Purpose	The Wokingham Safeguarding Children's Partnership Business Manager is responsible for the effective coordination, management, and administration of the Partnership and its activities. This role enables the Partnership to fulfil its statutory obligations, to safeguard children at risk and to advance community safety, promoting partnership working and supporting the delivery of strategic objectives across both safeguarding and safety agendas.
---------------------	--

Supervision and Relationships	
Supervision Received	Monthly by the Service Director Practice Improvement and Quality
Supervision Given	Partnership Coordinator and Business Support Officer
Contacts	The post holder will work in close collaboration with local authority partners, NHS, police, fire and rescue, probation, voluntary sector, faith groups and other stakeholders

Resources/Budget Management
Up to 200k

Special Requirements
The role may require occasional travel and attendance at meetings outside normal working hours. Enhanced DBS with adults and children's barred list.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes





WOKINGHAM
BOROUGH COUNCIL

Driving for Work	Yes
Hand Arm Vibration	No
Lone Working	No
Healthcare/Social Contact with Patients	No
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	No
Specialised Medical Screening	No
Night Working	No
Safety Critical Work	No

Nature of the Role	Details
Healthcare or Hospital Work	No
Working with Children (under 18)	No
Working with Elderly/Vulnerable Adults	No
Work Environment Details	Home/office

Role Involvement	Details
Working with Children	Yes
Working with Vulnerable Adults	Yes
Both of the Above	Yes
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	No





WOKINGHAM
BOROUGH COUNCIL

Disclosure and Barring Service (DBS)		Details
DBS Requirement		Enhanced DBS with adults and children's barred list.
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Renewal every three years in line with best practice.

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR Team

