

## Job Profile

**Job Title:** NRM Panel Coordinator  
**Job Grade:** Level 3 Zone 1  
**Salary Range:** £33,789 - £38,465

### About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### About the role

The NRM Panel Coordinator will work collaboratively with partners in Islington to coordinate our devolved Home Office decision making panel which identifies child victims of Modern Slavery. The National Referral Mechanism (NRM) is the Home Office Mechanism for identifying victims of Modern Slavery and Trafficking, including Child Exploitation, Forced Labour, Domestic Slavery and Servitude. The role will be responsible for the cross borough coordination of the NRM panel, collating best evidence and providing administrative support to ensure the panel is most effective.

The role seeks to do this by:

- Convening and providing administrative support for a monthly multi-agency, cross borough, National Referral Mechanism (NRM) Panel
- Gathering, maintaining and distributing accurate information regarding children who are believed to be at risk of Modern Day Slavery.
- Producing accurate and high quality reports for the Home Office detailing the information collated from the monthly panel and the wider pilot project.
- Providing efficient administrative support to all members of the panel, thus ensuring the service operates effectively and efficiently.
- Undertaking project work to develop and implement systems to support the NRM Panel
- Raising awareness of the NRM and supporting professionals with providing the specific evidence required to illustrate a child's experience of exploitation
- Assisting with the co-ordination of training sessions for panel members and frontline staff within this project.

This post will sit within Children's Services and work collaboratively with partners to deliver a robust response for children experiencing Modern Slavery. The role will support professionals across social work, early help and the young offending service in responding to Modern Slavery through the NRM, driving the best outcomes for children affected by exploitation.

## About you

You will have:

- Experience of co-ordinating and minuting complex meetings and producing accurate reports to a deadline
- Experience of using and maintaining administrative support systems in a busy public sector environment.
- An awareness, understanding and commitment to the protection and safeguarding of children and young people.
- Ability to manage own time and workload while ensuring urgent tasks are completed within designated time scales.
- Willingness to work towards and develop new ways of working in order to improve output by the use of new technology, systems and processes
- Confidence to answer enquiries and liaise with senior management from a wide range of agencies, knowing when to escalate issues accordingly
- Be proficient in managing data collection and input over a range of IT programmes.

## Work Environment:

The post is based at 5 Pancras Square, Kings Cross with the requirement to work flexibly within other buildings as required, including the Crowndale Centre and the offices for Islington Council.

This is a 0.5 post (18 hours a week) and we're open to further discussion regarding patterns of working – there will be a requirement to be available for the NRM panel meetings. This is a fixed term contract for 12 months.

The post holder will be required to take responsibility for the compliance with Health and Safety legislation in accordance with the Council and departmental safety arrangements, policies and codes.

## People Management Responsibilities:

None

## Relationships:

The post holder will need to work with a range of stakeholders within a multi-agency context receiving and sharing information.

The post holder will be expected to establish and maintain strong networks with a wide range of professionals. The post holder will be expected to communicate at all levels, from front line staff to senior managers.

## Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

## Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications

from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,