

St CHRISTOPHER'S CREATING BRIGHTER FUTURES

Job title:	Foster Families Recruitment Lead
Grade:	OP5
Location:	West Midlands / Eastern Region
Responsible to:	Fostering Manager
Overall Purpose:	The role is responsible for the successful recruitment of new St. Christopher's foster carers, proactively building excellent relationships with potential fostering applicants & guiding them through the assessment & approval process. The role will proactively lead on the recruitment strategy for a given region but the postholder may have to work across other regions as required by workflows. The postholder will deliver an increased number of fostering households through a targeted approach, enabling the recruitment and assessment of foster carers who can meet the needs of St. Christopher's looked after children.

Our vision is for every child and young person to be safe, loved and happy, to achieve their potential and have a bright future.

Our mission is to create brighter futures for children and young people by

Caring about children, young people and our colleagues.

Being **Respectful** of every individual and value the strengths in everyone.

Being **Professional** and committed to reflection and continuous learning.

Being **Flexible** and agile so that we can be fit for the future.

Being **Honest** about what we can do and optimistic about the future.

Being **Creative** and passionate about positive change.

KEY RESPONSIBILITIES

1. Quality Assurance

V1.2

October 2023

- 1.1. To ensure that St. Christopher's attracts suitable foster carers who can provide the highest standard of care, addressing both the quantity and quality issues to enhance placement choice to Local Authorities.
- 1.2. To oversee & deliver skills to foster sessions and make decisions about which prospective carers proceed to a formal assessment.
- 1.3. Oversee the assessment process providing supervision and support to Independent Assessors and internal assessing Social Worker.
- 1.4. Provide quality assurance for all Form F assessments through to approval. Escalate significant issues to their Line Manager as required.

2. People Management

- 2.1. To have oversight of Form F assessments of potential foster carers and support their presentation to the fostering panel.
- 2.2. To support the recruitment of a bank of Form F Assessors (internal and external) providing ongoing support and focus on best practice in assessments.
- 2.3. To engage in joint and peer supervision and guidance in relation to complex assessments with reference to the line manager as and when required.
- 2.4. Provide an ongoing customer focused relationship with applicants which can anticipate and resolve potential challenges throughout the assessment process.

3. Recruitment Activity

- 3.1. To be flexible and responsive to enable that there is swift responses to telephone enquiries, home visits and allocation of assessments to both internally and via Independent Social Workers.
- 3.2. To be willing to train and develop knowledge and skills in online events, social media platforms and digital marketing to support recruitment activity.
- 3.3. To actively engage in community events and liaise with community resources / establishments to promote and represent St. Christopher's fostering and recruitment campaigns.

- 3.4. Manage the assessment process so that all prospective carers progress in a timely manner and within agreed timescales. Ensure that all new carers are timetabled into a panel in the required timescale.
 - 3.5. Oversee form F assessors work to ensure that it is of the required standard and that it is completed within agreed timescales.
 - 3.6. Responsible for ensuring that carers are prepared for and fully understand the fostering tasks and competencies to be achieved and the standards expected, including record keeping and complaints and representation procedure.
 - 3.7. Develop and identify applicants who are able to offer specialist fostering such as parent and child or complex needs placements.
 - 3.8. Liaise with the administrator to ensure that all regulatory checks are carried out and progressed within expected timeframes and inform the overall assessment process.
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4. Financial responsibilities
 - 4.1. Work closely with their Line Manager, to meet recruitment targets for annual budgets and ensure targets are met.
 - 4.2. Report to their Line Manager on resources required and allocated to recruitment.
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5. Delivery and planning of Training
 - 5.1. To work collaboratively with other social workers and professionals to ensure Skills to Foster Groups are held on a regular basis and provide pre-approval training to ensure prospective carers are prepared for the fostering task.
 - 5.2. Review and update Skills to Foster Training Material with colleagues as required.
 - 5.3. Work closely with social work teams to identify training opportunities for applicants in assessment.
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6. Management Information
 - 6.1. To be responsible for accurate recording and analysis of the applicant database (CHARMS) to track assessment progress.
 - 6.2. Provide up to date information to the social work teams on the progress of enquirers and applicants utilising internal data.

6.3. Analyse trends and data to identify blocks and challenges within the recruitment pipeline.

7. Other

7.1. To ensure the necessary risk assessments are undertaken throughout the assessment process.

7.2. Respond to customer complaints in consultation with the Line Manager throughout the recruitment process in an efficient and timely manner.

7.3. Undertake and gather regular customer feedback to enhance future practice and development of the recruitment process.

7.4. May be required to work across regions to cover for other Regional Recruitment Deputy as required to meet the business needs.

8. Key Relationship (Internal and External)

Key internal partners

8.1. Attend and provide up to date information to recruitment and regional team meetings.

8.2. Participate in St. Christopher's wide recruitment lead practice meetings.

8.3. To work closely with colleagues in the Marketing, Communication and Development Team to support the implementation of the recruitment strategy to achieve the agreed objectives/targets.

8.4. Work with area regional and referral teams to prepare applicants for placements following approval at panel by ensuring carer profiles and inductions are in place following the transition to social work teams.

Key external partners

8.5. To attend local LA Fostering Forums and develop relationships with local authority customers which will inform area's recruitment and marketing strategy.

8.6. Liaise with and attend regional meetings of Fostering bodies such as The Fostering Network and Coram BAAF for advice on complex cases and for up-to-date practice guidance.

9. General Responsibilities

- 9.1. To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 9.2. To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 9.3. To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately.
- 9.4. To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- 9.5. To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.
- 9.6. To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan.
- 9.7. To ensure that all the work undertaken by yourself is conducted to the highest professional standards and lead by example.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

PERSON SPECIFICATION

E (Essential)
D (Desirable)

PERSON SPECIFICATION	E (Essential) D (Desirable)
<p>Education/Qualification</p> <ul style="list-style-type: none"> • BA or Master’s in social work or Dip SW, CSS, CQSW. • Management certificate equivalent to Level 4 or above (or willingness to undertake one). • Evidence of recent and continuing professional development relevant to the post. • Social Work England/Scottish Social Services Council/Social Care Wales Registration. 	<p>E D E E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Post qualifying experience which should include at least 2 years in relevant family placement work or post qualifying experience in other childcare settings • A proven track record in working with and on behalf of children and foster families, using a trauma-informed therapeutic approach. • A passion for ensuring children receive the highest quality care from their foster family • Experience of group work and/or delivery of training. • Assessment of Foster Carers, using BAAF Competency Based Form F. • Experience of setting up and maintaining administrative systems and processes. • Experience of developing, implementing and tracking effective recruitment campaigns for carers. • Experience of working with the public and engaging a wide range of community group and organisations. 	<p>E E E E E E E D E</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge or relevant experience of recruitment and campaign/project delivery for foster carers. • Knowledge of prospective carer assessment and the journey of a prospective foster carer. • A good working knowledge of relevant legislation including Children’s Act 1989 and related regulations and guidance such as Every Child Matters, Working Together; Assessment Framework For Children In Need; Care Standards Act 2000; Understanding of the role of children’s social workers; knowledge of the role of other agencies in particular, health and education; knowledge of the growth and development of children. • A good working knowledge of child protection / safeguarding children and other monitoring procedures and their reporting processes. • A good knowledge of standards and legislation related to providing a fostering service. 	<p>E E E E E</p>

