

Job Title: Registered Manager for the Fostering Service in Scotland

**CornerstoneUK/
Foundations Matter Office:** Elmbank Mill, The Charrier, Menstrie, Clackmannanshire FK11 7BU

Accountable to: The Service Manager and/or CEO on behalf of the
CornerstoneUK/Foundations Matter, Trustees

Job Description

Main Duties

As the Fostering Manager you are responsible for the following areas:

- Safeguarding
 - Function as CornerstoneUK/Foundations Matter's Delegated Officer for Child Protection for the fostering service
 - As CornerstoneUK/Foundations Matter's Designated Safeguarding Officer, liaise with the appropriate people and keep the subject of any allegation informed
 - Maintain appropriate and accurate records including all notifications
 - All accidents, injuries and illnesses of children placed with foster parents to be dealt with
 - Complaints in relation to children placed with foster parents and their outcomes to be dealt with
 - Any allegations or suspicions of abuse in respect of children placed with foster parents and the outcome of any investigation
 - Any unauthorised absence from the foster home of a child accommodated there
 - Use of any measures of control, restraint or discipline in respect of children accommodated in a foster home
 - Medication, medical treatment and first aid administered to any child placed with foster parents
 - Where applicable, the standard of any education provided by the fostering service
- Staffing
 - Recruitment, training and development of staff and volunteers (including Panel members)
 - Provide professional supervision for social work staff
 - Undertaking Probationary Reviews and Annual Appraisals and ensuring the implementation of Action Personal Development and Training Plans
 - Be responsible for the 'Out of Hours' emergency rota
- Policies and Procedures:
 - Together with the Service Manager and the HR and Business Development Manager monitoring, developing and implementing practice guidelines, policies and procedures
 - Ensure the agency is fully compliant with current legislation and specifically, formulate policies and procedures to ensure compliance with

current National Minimum Standards and associated Regulations in fostering and learning about the legislation in relation to adoption and post adoption support services

- Foster carers:
 - Oversee/manage the recruitment, vetting, training and ongoing support of foster carers to enable carers to achieve and maintain the highest standards of practice
 - Family Finding, making decisions about the matching of children to appropriate carers; and liaising with Local Authorities
 - Be responsible for informing the Finance Officer of all periods of respite, details of new placements; any changes in fees, any extra payments and the numbers and availabilities of Foster Carers
 - Records of assessments
 - Records of fostering panel meetings
- Children:
 - Managing all aspects of the placements of children
 - Reviewing and updating the Children's Guide
 - Be responsible for informing the Administrators of all periods of respite, details of new placements; and the numbers and availabilities of Foster Carers
 - Any changes in fees, any extra payments
 - Submit data reports to the Care Inspectorate
 - Compliance in relation to each child placed with foster parents, with the foster placement agreement and the responsible authority's plan for the care of the child
- Panel:
 - Act as Panel Advisor and contribute to the Annual Panel members' performance reviews and the Annual Panel Report together with the Chair of Panel
 - Quality assurance of any document that is presented to Panel
- Together with the Senior Management Team be responsible for the growth and development of CornerstoneUK/Foundations Matter including agreeing a business development plan and reviewing it regularly
- Together with the Service Manager, monitoring, developing and implementing practice guidelines and procedures
- To monitor and audit all files to be available for consultation in relation to social work issues/problems
- Liaise and maintain a constructive working relationship with other agencies, Local Authorities, The Care Inspectorate, Social Workers, Police, Education etc.
- Speaking in churches and at conferences to raise awareness of the work and to increase prayer and volunteer support
- Developing strong links with individual churches and denominational groups and other Christian charities to promote partnership and networking
- Any other reasonable tasks within your capacity as required from time to time.

Christian Context

- As a Christian organisation CornerstoneUK/Foundations Matter only employs Christian staff who affirm the 'Statement of Faith' and who agree to the 'Code of Practice'.
- All aspects of the work will be carried out in a manner consistent with the aims of CornerstoneUK/Foundations Matter.
- The post holder is expected to engage in a variety of activities that are consistent with a practicing Christian lifestyle in all aspects of the above job description (including worship, Bible study, prayer).

- Facilitating prayer e.g. staff meet for a short devotion and prayer regularly

Personal Specification

Qualifications and Professional registrations

- Must possess an appropriate professional qualification: Degree in Social Work, CQSW, Diploma in Social Work or equivalent.
- Must have an active Social Work registration and engage in continuous professional development (CPD portfolio)
- Possess or be happy to work towards a Leadership and Management qualification within 12 months.

Knowledge/Experience

- A sound working knowledge of the underlying philosophy and the main provisions of the Children's Act 1989 and all subsequent relevant legislation and the associated operational guidance.
- An ability to understand the legislative and regulatory framework that governs all aspects of family placement work
- Direct relevant experience of managing cases of children looked after by the Local Authority.
- Effective practice experience in cases involving the welfare and protection of children and young people, including child protection work, legal proceedings and the permanent placement of children being looked after.
- A minimum of three years post qualification experience in work with children and families also a demonstrated interest in substitute family placement work.

Essential

- Experience in all of the following areas: management; strategic planning; development; fostering and adoption services.
- An ability to understand the legislative and regulatory framework that governs all aspects of the work of the charity
- The ability to motivate and encourage staff and volunteers, personally, professionally and spiritually
- Excellent inter-personal skills to work co-operatively both within and across professional disciplines and boundaries
- Computer literacy
- Organisational skills
- The ability to make risk assessments
- Strong individual time management skills
- The ability to anticipate needs and problems
- Good communication skills, both written and oral, including the necessary presentation of reports
- An ability to be self-directing and take personal responsibility for effective time management and demands of the workload
- Experience of face to face / telephone contact with the public
- A high level of literacy, numeracy and IT competence
- Good keyboard skills and thorough familiarity with standard IT packages
- Good people skills and the ability to deal with others with integrity and diplomacy
- Ability to maintain high standards of confidentiality

- Good time management
- Ability to prioritise tasks
- An ability to relate to children and young people.
- Car driver.

Desirable

- Experience of development work
- Experience of speaking in churches
- Experience of working with volunteers
- Multitasking
- High level of concentration and accuracy
- Experience and willingness to engage in public speaking and to undertake training delivery
- Good organisational and communication skills
- Ability to draft clear, concise and accurate correspondence
- Ability to work with groups of people, including the necessary presentation and training skills.
- Ability to enthuse and motivate others.
- Capacity for innovative thinking in service development.

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative
- A willingness to work unsupervised
- A commitment to working as part of a team.
- The flexibility and willingness to work occasional overtime when deadlines require.
- A full understanding of and sympathy towards CornerstoneUK/Foundations Matter's aims and objectives both as a charity and as a Christian organisation.
- A willingness to sign CornerstoneUK/Foundations Matter's 'Statement of Faith' and 'Code of Practice'.

Terms & Conditions

Hours: Full time (35h per week)

Holidays: 25 days per annum pro rata (plus 3 to be taken at Christmas)

Salary: Pay scale is £38,000 – £42,000 per annum pro rata depending on experience and qualifications. Specifics to be included in the actual contract.

Pension: Non-contributory pension of 8% paid on successful completion of a 3 month probationary period.

CornerstoneUK/Foundations Matter reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person and notification made in writing within 28 days of addition or amendment.