



JOB DESCRIPTION

Post: Head of Fostering and Young Adult Placement
Responsible to: Depute Chief Executive Officer
Location: Livingston (with travel throughout Scotland)
Organisation: JMT Care Services (part of Moore House Group)

JOB PURPOSE

To provide dynamic executive leadership, strategic direction, and total operational ownership for the management and commercial growth of JMT Fostering and JMT Young Adult Placement (YAP).

As a core member of the Moore House Group Senior Management Team, the Head of Fostering and YAP will serve as the primary champion and advocate for the agency. The post-holder will blend a passionate commitment to high-quality, trauma-informed childcare with a commercially-minded, creative approach to marketing and service expansion.

A critical priority of this role is to design, implement, and lead active, innovative carer recruitment and retention strategies to scale the agency's capacity to a sustainable baseline of approximately 50 permanent, full-time foster families. Crucially, the post-holder will assume ultimate accountability for maintaining the agency's sector-leading **Grade 6 (Excellent)** Care Inspectorate ratings across all evaluated areas of wellbeing, care support, and care planning.

MAIN DUTIES & RESPONSIBILITIES

1. Strategic Leadership & Agency Growth

- **Wider SMT Collaboration:** Sit actively on the Moore House Group Senior Management Team, working alongside the Depute Chief Executive Officer, the Board of Directors, and other service managers to align JMT operations with wider organisational goals.
- **Maintaining Regulatory Excellence:** Secure, safeguard, and maintain the agency's benchmark **Grade 6 (Excellent)** evaluations from the Care Inspectorate. Lead continuous quality assurance and improvement processes to ensure sector-leading practice remains embedded at every level.

- **Service Expansion & Innovation:** Intentionally drive the creative development and diversification of services in a responsive, needs-led way to adapt to changing local authority requirements and national agendas like 'The Promise'.
- **Strategic Planning:** Author and execute the annual JMT Strategic and Organisational Development Plan, translating high-level growth targets into practical, measurable milestones.
- **Stakeholder & Brand Advocacy:** Act as the face and primary advocate of JMT Fostering across Scotland, networking with local authorities, health boards, and commissioning teams to create collaborative pathways and ensure children are matched with the right nurturing families..

2. Carer Recruitment, Marketing & Retention

- **Recruitment Ownership:** Take total accountability for carer numbers, proactively leading strategies to scale the active carer pool to broaden and diversify our range of services.
- **Marketing Integration:** Leading collaboration with the Moore House Group Marketing Department to propose, plan, and deliver creative, active digital and community carer recruitment campaigns.
- **Retention Excellence:** Ensure that existing foster families and short-break carers receive sector-leading support, training, and regular reviews to cultivate enduring, loving relationships and prevent disruptions to children's care and stability.
- **Foster Panel:** Maintain oversight of a highly effective, compliant, and professional Foster Panel to streamline the approval process for new carers and robustly review existing ones.

3. Operational & Financial Management

- **Regulatory Compliance:** Maintain an impeccable, up-to-date working knowledge of all relevant legislative requirements, policies, and procedures to ensure the agency remains inspection-ready at all times.
- **Financial Accountability:** Formulate and manage all aspects of the service within agreed budgets, ensuring that appropriate financial accounting systems are strictly maintained.
- **Board & Executive Reporting:** Prepare and deliver formal, data-driven operational and financial performance reports to the Agency Decision Maker (ADM), Depute Chief Executive Officer and the Board of Directors, accurately charting carer metrics, placement trends, and quality outcomes.

4. Workforce Leadership & Safeguarding

- **Expert Protection Oversight:** Act as the ultimate gatekeeper and subject matter expert for Child and Adult Protection within the agency. Ensure national guidance and best practice frameworks are fully implemented, and that risk assessment and risk management strategies are robustly maintained.
- **Team Leadership & Motivation:** Lead, inspire, and motivate the JMT staff team, fostering a high-performance culture rooted in relationship-based, trauma-informed practice, and positive child-centred outcomes.
- **Supervision & Appraisals:** Oversee the recruitment, induction, and ongoing professional supervision of senior staff (including the Depute Head). Conduct annual performance appraisals and map learning and development plans to meet continuous professional development (CPD) requirements for the Scottish Social Services Council (SSSC).

PERSON SPECIFICATION

PERSONAL COMPETENCIES

- **Growth Mindset & Determination:** Highly motivated, resilient, and driven by a clear target to expand and scale a vital social care service.
- **Creative & Innovative Thinker:** Possesses the curiosity to look beyond traditional social work boundaries to explore new marketing, branding, and recruitment avenues.
- **Inspiring Leader & Communicator:** Exceptional interpersonal and verbal/written communication skills; able to motivate internal teams, pitch to external local authorities, and warmly engage prospective carers.
- **Strategic Agility:** Proven capability to think strategically, manage pressure, handle conflict, and successfully navigate change management.

PROFESSIONAL COMPETENCIES

- **Expertise in Child & Adult Protection:** Deep, demonstrable expertise in child protection, adult protection, and safer-caring risk management.
- **Social Work Leadership:** Demonstrated leadership and management ability within a social work setting.
- **Marketing & Business Acumen:** Experience or a strong aptitude for working alongside marketing functions to run successful public-facing awareness or recruitment campaigns.
- **Regulatory Mastery:** Deep, sound working knowledge of childcare theory, practice, management theory, national standards, and Care Inspectorate frameworks.
- **Service & Project Delivery:** Proven track record of effectively managing project development, change management, and service growth.

QUALIFICATIONS AND EXPERIENCE

- **Essential:** Professional qualification in social work (BA in Social Work, DipSW, CQSW, or equivalent).
- **Essential:** Current registration with the Scottish Social Services Council (SSSC).
- **Essential:** Minimum of 2–5 years of progressive management experience gained within a social work or family placement setting.
- **Preferred:** Direct experience working within an Independent Fostering Provider (IFP) environment with a proven track record in business development, quality assurance, or carer recruitment.

STATUTORY CHECKS

- Satisfactory Enhanced PVG Scheme Membership (Children and Vulnerable Adults).
- Satisfactory SSSC Register Check.
- Verifiable professional references, including previous and current employers, validating personal/professional competencies and leadership capabilities.