

## JOB DESCRIPTION

<b>Job Title</b>	<b>Participation and Liaison Officer</b>
<b>Department</b>	<b>Fostering2Inspire</b>
<b>Responsible to</b>	<b>Registered Manager</b>

### **Purpose:**

A Participation and Liaison Worker will maintain regular contact with the Hub Home foster carers, providing them with guidance and support and helping them to review the satellite home foster carers' attendance and promote children's participation in planned Mockingbird activities, sleep overs, monthly constellation meetings and training.

### **Key Responsibilities**

1. Take lead responsibility for communications between fostering service and the Mockingbird constellation.
2. Work closely and participate in supervision with the Supervising social worker for the Hub Home carers and Satellite families to ensure that their needs are well understood and supported within the constellation structure.
3. Maintains regular contact with the Hub Home carers to review the Satellite home foster carers attendance and children's participation in planned Mockingbird activities, support care, monthly constellation meetings and training.
4. Participates periodically in Mockingbird programme activities and social events - role includes assisting the Hub Home in co-ordinating activities and training, arranging or providing transport and assisting with the coordination of monthly constellation meetings.
5. In conjunction with the Hub Home carer ensure all activities are thoroughly risk assessed.
6. Responsible for briefing staff and reporting successes, challenges and resource needs to the Registered Manager.
7. Contribute towards the Mockingbird Monthly Monitoring report.

8. Advocates for additional support needed by the constellation.
9. Nurture and support relationships between foster carers within constellations.
10. Ensures Hub Home carer takes much needed time away from their role to avoid burnout.
11. Arranging transport or providing it to ensure that families can attend events.
12. Works with the Hub Home carer to ensure constellation activities reflect the underpinning principles of Mockingbird, engaging children and young people in this process.
13. Supports the learning and development needs of the Hub Home and constellation carers by enabling the Hub Home carer to access training and resources from the fostering services where possible.
14. Ensure foster children, foster carers and their birth children are consulted through a programme of activities and events ensuring their voices are heard and outcomes are monitored and promoted.
15. To continue to develop and support the agency's Participation Programme with young people to enhance the development of the fostering service.
16. To coordinate and lead on Participation Meetings with young people.
17. To provide information to the fostering service with regard to out of school activities, clubs, volunteer work and educational projects within local communities that children of all ages would benefit from and access.
18. To develop projects and events that engage young people to enhance their life opportunities through qualifications, work and career experience.
19. To ensure equality and diversity of families are actively promoted, valued and respected.
20. To encourage and develop through the service each child's physical, social, emotional, cultural and religious needs.
21. Provide occasional crisis support to the fostering service, foster carers and children as required.
22. To support the fostering service in the recruitment and retention of foster carers.

## **Additional Duties**

- Work in accordance with the agency's safeguarding procedures, keeping the Registered Manager informed and reporting immediately any child safeguarding concerns or serious complaint.
- The post holder will be expected to demonstrate their commitment to the Shaw Trust *Values*.
- The post holder will be expected to undertake training and development for their continued professional development for the role.
- The post holder will have a good level of I.T. competence to be able to use the agency electronic Charms system effectively.
- The post holder will be expected to ensure to comply with Equal Opportunities Policy and a commitment to Equality and Diversity.



### **JOB SPECIFICATION**

	<b>Essential (E) Desirable (D)</b>	<b>Short listed Criteria</b>	
<b>Qualifications and Experience</b>			

	<b>Essential (E) Desirable (D)</b>	<b>Short listed Criteria</b>	
<ul style="list-style-type: none"> <li>• Must have at least 1 year of experience of working directly with children/young people.</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• An experienced Residential Worker, Youth Worker or Family Worker who can work with children who may have challenging behaviour and engage with them in a positive way.</li> </ul>	E	✓	Application Form/Interview
<ul style="list-style-type: none"> <li>• Experience of working with young people in the care system.</li> </ul>	D		Application Form
<ul style="list-style-type: none"> <li>• Qualifications or training in youth or social work.</li> </ul>	D		Application Form
<ul style="list-style-type: none"> <li>• A good knowledge of safeguarding procedures.</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• A good level of IT skills, including social media, word and excel.</li> </ul>	E	✓	Application Form
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Effective listening and communication skills with young people and adults.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Be sociable and have good interpersonal skills in order to nurture and support relationships between foster carers within constellations.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Effective written communication both within report writing and email communication.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Reliable and dependable.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Ability to be flexible and work on</li> </ul>			

	<b>Essential (E) Desirable (D)</b>	<b>Short listed Criteria</b>	
own initiative and as part of a team	E		Application Form/Interview
<b>Other requirements</b>			
<ul style="list-style-type: none"> <li>• A commitment to equality and diversity.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Willingness to travel.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Must possess a full driving licence and have use of a car.</li> </ul>	E		Application Form/Interview
<ul style="list-style-type: none"> <li>• Willingness to work occasional weekends and some evenings.</li> </ul>	E		Application Form/Interview