

## JOB DESCRIPTION

**Job Title:** Registered Manager – Fostering

**Location:** Fostering to Inspire, 1 Red Hall Court, Wakefield WF1 2UN

**Responsible to:** Managing Director

**Responsible for:** The management of the Independent Fostering Agency, Fostering to Inspire and the staff working within the agency.

**Other key relationships:** Adoption and Fostering staff, local authorities, CAMHS service, other voluntary organisations, The Fostering Network, professional advisers, volunteers

**Salary Scale:** £48,000 - £51,000

## MAIN PURPOSE OF ROLE

- The postholder is the registered manager for Fostering to Inspire and they will be accountable to Ofsted for its operation within the statutory framework.
- To lead, motivate and guide the delivery of the strategic business development plan for Fostering to Inspire
- To ensure the agency provides outstanding care and the best possible outcomes for our children and child protection.
- To ensure comprehensive safeguarding principles are embedded in practice.
- To deliver operational excellence and financial performance of the business by exceeding regulatory standards and requirements; ensuring that overarching quality assurance systems are embedded and adhered to across the service.

## KEY RESPONSIBILITIES:

- To Act as Ofsted Registered Manager for the Independent Fostering Agency, ensuring our services are fully compliant with legislative and regulatory requirements, particularly The Fostering Services (England) Regulations 2011 and the National Minimum Standards for Fostering.
- Drive the organisational strategy in a forward-thinking and innovative way ensuring that targets and key performance indicators are achieved and exceeded in line with the agency's business plan.
- To strategically develop a service that is responsive to need by ensuring all stakeholders have a clear voice in service delivery and design.
- To manage the delivery of the agency's ethos ensuring the Mockingbird Family Model's Fidelity Criteria is adhered to.

- To maintain high standards of professional practice, working at all times in the best interest of children and young people and their parents/carers.
- To take strategic and operational leadership in recruiting, training, and supervising foster carers in line with regulations, local targets and good practice guidance to provide the best standards of care for looked after children and young people.
- Develop marketing strategies to enhance recruitment within defined geographical regions to support organic growth.
- To work positively to promote the recruitment of carers who can meet the needs of children in respect of their race, religion, language and culture.
- To allocate fostering assessments and supervise external assessors.
- To continually review the quality of front-line practice, provide sufficient organisational, professional and personal support to ensure the wellbeing of staff members so that they can provide excellent practice for children.
- Lead and monitor all aspects of service delivery to ensure full compliance with safeguarding policies demonstrating a sound knowledge when completing the annual Regulation 35.
- To be responsible for ensuring the Fostering Panel operates within statutory requirements and performs to the highest standard.
- Develop and forge new and strong relationships with local authorities, commissioning groups and other external and internal stakeholders in the region in order to generate new revenue streams and develop existing ones further.
- To be responsible for the IFA making safe and robust decision making, prompt and appropriate responses to referrals, assessments, and allocation of work, in accordance with statutory requirements, local and national policies and procedures.
- To create a culture in which excellent practice is expected and celebrated; critical incidents are used as a way to learn, improve practice and hold poor practice to account.
- Attend and facilitate monthly team and development meetings and provide comprehensive reports to the board of directors as required.
- To be responsible for the management, deployment and control of delegated budgets and financial resources, maintaining high standards of financial probity and ensuring services deliver excellent value for money.

- Ensure the wellbeing of employees and service-users by actively promoting and complying with health and safety regulations, policies and procedures.
- To participate in the out of hours on-call manager and social worker rotas.
- Promote diversity and equalities in the development and delivery of services and in all aspects of people management.
- Ensure compliance with Social Work England to retain job title and registration.

### **General**

- To participate in regular supervision and annual appraisal and be committed to own continuing professional development.
- To participate in internal/external meetings as required and attend training events, conferences and other functions as necessary.
- To ensure that Fostering to Inspire's policies (including Equalities policy) and procedures are adhered to and work carried out in accordance with Fostering to Inspire's aims, values and ethos.
- To undertake any other duties, consistent with the grade and level of responsibility of this post, that may from time to time be required.

### **PERSON SPECIFICATION**

- Must be a qualified social worker and have a minimum of 5 years working with children and families
- It is essential to have fostering experience preferably working in an independent fostering agency
- It is essential to have experience of people management and/or supervision
- It is desirable to have a Leadership and Management qualification
- Must have experience of operating databases
- An understanding of data protection and IT security policy
- IT skills required including Word and Excel and social networking tools
- Full UK driving licence
- Good attention to detail as role involves checking and accuracy
- Analytical and problem-solving skills

- Able to work to deadlines and in a busy environment, be flexible and adaptable
  - Must have experience of working with the public and have good customer service skills
  - Good communication skills - written, face to face and telephone /email
  - Must have good reporting and written skills, and the ability to assess and analyse information
  - Demonstration of good organisational skills
  - Able to work on own and as part of a team
  - An understanding of and commitment to promoting equality and diversity
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