



Role Profile

Job Title: Fostering Training Officer	Role Profile Number: PCDN75
Grade: N	Date Prepared: 17 September 2020
Directorate/Group: Children's Services	Reporting to: Team Manager/ Assistant Team Manager
Structure Chart attached:	No

Job Purpose:

- This is a new and important role within Swindon Borough Council's Fostering Service, focusing on the journey of our foster carers, and representing SBC as the organisation's training officer for the fostering team
- Identify opportunities for service improvement to drive cross functional efficiencies, improve service levels for our foster carers.
- Work closely with the leadership team to oversee a plan to improve service levels in the fostering training, and report on key activities to meet targets
- Ensure Key Performance Indicators are identified and effectively measured to ensure the service is achieving its objectives.
- The post holder will provide essential strategic and business improvement support in fostering recruitment and retention.
- To develop, alongside our preexisting programme, an extensive programme of training for our foster carers, which is varied and in line with current guidance.
- To coordinate and assist with the development and presentation of training for foster carers.

Key Accountabilities:

- Establish and maintain strong and productive relationships with key stakeholders ensuring that the service requirements for foster carers are understood, communicated effectively to a variety of audiences, and are incorporated into a framework of best practice
- Provide leadership and set strategic direction for all fostering training events, assigning goals, setting clear accountabilities and performance expectations across key internal departments.
- Design, present and promote key messaging and strategic communication plans for foster carers training, and across the sector, working closely with Team Manager and Service Manager.

- Act a key liaison with foster carer groups to develop the service and promote the involvement of foster carers within their training pathway.
- Use influence, oversight and direction in the provision of training events and conferences, targeting particular training needs and themes.
- Identify opportunities for promote new and efficient ways of working, engaging with and securing support key stakeholders
- Identify current, and anticipate future placement needs in order to research and inform key strategies around demand management, and work closely with SBC's leadership team

Supplementary Accountabilities:

- Plan, manage and oversee the training portfolio for foster carers, ensuring key learning objectives are aligned to national standards
- Ensure high level of customer experience and content delivery

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Excellent written and verbal communication skills is essential
- Ability to work autonomously to assess, report and advise on best practice in fostering recruitment and retention
- Experience managing and coordinating events
- Key Stakeholder Management; working closely with internal and external partners
- Experience of working with Children's services
- Ability to work with different IT systems, Microsoft Office is essential
- Knowledge of CMS systems is desirable
- Proven experience of achieving good, measurable outcomes on business improvement plans

Qualifications

- NVQ Level 3 Health and Social Care Children and Young people's Award
- Experience of working with children in need and their families
- Evidence of learning and development undertaken with families and their relationships

Decision Making

- Motivate others and take them on a change journey
- Manage and resolve challenges in a creative manner
- Manage and prioritise conflicting demands
- Ability to analyse information and communicate effectively with leadership team

Creativity and Innovation

- Forward thinking, enthusiastic and resilient with a can-do attitude
- Creative problem-solving , ability to ‘think outside the box’
- Keen for change and challenge convention

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none">• No line management responsibilities• Stakeholder management responsibilities• Management and oversight of training plan for foster carer• Reporting and analysis of data (insert) <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none">• N/A	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.</p>
---	---	--------------------

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Work in close collaboration with the fostering team to promote training events and conferences
- Market the service to external stakeholders to secure support for events

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Must be able to work some late evenings and occasional weekends where needed.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	