

# Job Description and Person Specification

Role: Fostering Recruitment Worker



# Job Description

<b>Job Title</b>	Fostering Recruitment Worker
<b>Grade</b>	Grade 5
<b>Service</b>	Children's Services
<b>Reports to</b>	Team Manager
<b>Location</b>	City Wide
<b>Job Evaluation Code</b>	L3667D



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

- To work as part of the recruitment team to undertake fostering marketing and recruitment activities, including devising and working to agreed marketing and recruitment project plans.
- To act as a first point of contact with responsibility for progressing enquiries from prospective foster carers. Providing appropriate information, assessment and support.
- To operate a system of following up enquiries through undertaking home visits and reporting on the outcome of these visits and relevant checks and references. Devising and working with systems to ensure these visits are effective.
- To deliver individual and group presentations and foster carer training programs.

## Main Duties & Key Accountabilities

### Core Knowledge

- Work within, local and national guidance, policies and procedures in relation to children and families.
- Manage a caseload of fostering applications by:
  - Building a strong relationship of trust with fostering applicants and partners, demonstrating a customer focussed approach.
  - Completing the initial assessment of potential foster carers by gathering information and compiling a report to provide analysis and recommendations to Team Managers and fostering applicants.
  - Devising and managing systems and evaluations tools which support the timely and effective assessment and preparation of fostering families.
  - Regularly monitoring and evaluating the progress of the marketing and recruitment activities in accordance with the Marketing Plan.
- Preparing and delivering appropriate presentations regarding foster carer recruitment to a range of internal and external audiences.
- Involvement in creating contents for relevant websites and social media accounts, to include targeted advertising and responding to customer communication.
- Devising and delivering a range of marketing and communication materials which assist in the recruitment of fostering families for Coventry City Council.
- Contributing to a range of reports both verbally and in writing as required (e.g. Social Worker assessment reports).
- Actively participating in supervision and personal development and performance sessions as outlined in the departmental policy as well as

identify and attend personal and team training.

- Contributing positively to continued development and improvement of the Service by active participation in meetings and achieve the objectives of the service.
- Maintain up to date and accurate manual and computer records, in line with departmental regulations and the recording policy.
- The post holder should be willing to work flexibly outside office hours including, evenings and weekends to meet the needs of the service (this is expected to be around twice a month).
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External:</b>  <b>Variety of Community Services</b> <b>City wide faith groups</b> <b>Community Centres</b> <b>National Fostering Agencies</b>	<b>Internal:</b>  <b>Children's Services</b> <b>Communication's Team</b> <b>Design</b> <b>Webeditors</b> <b>Libraries</b>
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

**Responsible for:**

Staff managed by postholder: Not applicable

## Person specification

<b>Job Evaluation Code</b>	L3667D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Knowledge of anti-discriminative practice</li> </ul>	
<ul style="list-style-type: none"> <li>• Understanding of child and young people's development</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of current Child Protection Procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of Fostering Regulations and National Minimum Standards</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of the role of a foster carer, the requirements of foster carers and motivations to foster</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of current marketing concepts and tools and how these can be applied to deliver results</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of digital resources, social media application, their opportunities and online communications</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Effective communication skills and interpersonal skills i.e. listening, face-to-face, using the telephone and keeping records</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent written English to produce quality reports, marketing material and successful engagement with customers</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to carry our range of visits and initial assessments of fostering applicants</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to confidently present to audiences, meetings, groups and individuals</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent organisational skills and an ability to operate self-sufficiently and as part of a team</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to develop and maintain positive, professional relationships with foster carer applicants and families</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to engage with potential foster carers from a range of diverse backgrounds and experiences</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to represent the service in other settings including online reputation management</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to assist in the development and management of content for online and offline marketing</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to assist in the implementation of social media activities and campaigns</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to maintain manual and computer records as required by Service policy and procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work evenings and weekends as required (usually around twice per month)</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to form positive working relationships with other professionals</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working with adults and children/young people</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of multi-disciplinary and multi-agency working</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of effective working in a Team</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of undertaking assessments</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of using social media and other online tools</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of dealing professionally with customers</li> </ul>
<b>Qualifications</b>
Demonstration of competence in Recruitment / Marketing and Children and Families work. This may be demonstrated through an appropriate, professional qualification or relevant work experience. The latter would need to be sufficient to counter balance the lack of the required educational attainment.
<b>Special Requirements</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	August 2019	<b>Date Reviewed</b>	August 2019
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