



Coventry City Council

Job Description

Job Title: Fostering Service Development Coordinator

Job Number:

Service: Fostering

Grade: 8

Location: Broadgate House

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.

Job Purpose:

1. Work across the service to coordinate and progress a range of service developments
2. To ensure that the service developments progress its vision.
3. Drive change and continual improvement to ensure the achievement of performance objectives and improved outcomes for looked after children.
4. Promote and coordinate consultation with foster carers
5. Coordinate the development of policies, processes and specific fostering schemes to ensure best practice is consistently promoted.
6. Review external sources including other fostering services to source examples for future developments.

Main Duties and Responsibilities:

1. Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures, and institute legal processes where necessary.
2. Contribute to examinations of the needs of the service and development of action plans. Contribute to effective communication within the team and support staff meetings.
3. Support the Operational Lead for Fostering to devise and coordinate project plans and targets to promote service development and continuous practice improvement across the fostering service.
4. Set clearly defined objectives, targets and plans.
5. Manage project planning, development and review of activity across allocated projects to ensure that outcomes are timely and effective with effective performance management systems and appropriate levels of delegation and accountability are in place.
6. Draft written materials such as policies, forms and process information.
7. Coordinate consultation with foster carers and feedback to the service.
8. Integrate learning from quality assurance and learning from complaints into service plans.

9. Establish and maintain standards, approaches and methods for project management to ensure consistency and quality.
 10. To organise research, benchmarking, process mapping as required to develop understanding of the service baseline and financial performance and costs.
 11. Make informed and consistent business focussed proposals and present a compelling rationale for the chosen options.
 12. Support continuous improvement through the review of project/ programme structure, resourcing, risks, funding, and dependencies.
 13. To work with various stakeholders including external partners, to build, maintain and promote effective working relationships.
 14. To maintain personal and professional training and development to meet the challenging demands of the job.
 15. To comply with the Social Work England Code of Practice for social care workers.
 16. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for: None

Responsible to: Operational Lead

Date Reviewed: July 2021

Updated: July 2021



Coventry City Council

Person Specification

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| Job Title: | Fostering Service Development Coordinator | Job Number: |
| Service: | Fostering | Grade: 8 |
| Location: | Broadgate House | |

| Area | Description |
|-----------------------------|---|
| Knowledge | <ul style="list-style-type: none">• Working knowledge of current children's legislation and Fostering National Minimum Standards affecting Children's Services.• A thorough knowledge of Social Care provision.• Understanding of equality issues, particularly within the context of delivering children's services.• Working knowledge of change management• Working knowledge of change, project and programme management• Methodologies including benefits realisation |
| Skills and Abilities | <ul style="list-style-type: none">• Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions• Self-organisation skills, prioritising tasks to achieve goals and meet deadlines, be self motivated, work autonomously and seek advice when necessary.• A commitment to working in an anti-discriminatory and non-judgemental manner. The ability to act on behalf of the Council as an advocate in a formal setting.• Ability to build and maintain critical working relationships to ensure that an organisation adopts change with the aim of getting people committed to the change and to learn new behaviours and sustain them• Excellent negotiating, mentoring and coaching skills and strong influencing skills• Able to manage financial and overall performance of projects• Ability to challenge assumptions |



Coventry City Council

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| | <ul style="list-style-type: none"> • Excellent analytical and decision making skills which draw valid conclusions and inform performance • Ability to be creative and commercial and contribute towards the strategic planning of the Section • To lead on best practice in the field of transformation and change |
| Experience | <ul style="list-style-type: none"> • Experience of working with foster carers • Experience of team membership and participation • Experience of successful project development and planning • Of working effectively with service users and carers, colleagues and other agencies via negotiation, giving and receiving information. • Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format. • Working with stakeholders, partners and/or elected members • A track record of developing & implementing continuous improvement in service delivery • Success at change management |
| Educational | <ul style="list-style-type: none"> • Higher or relevant further educational qualifications or relevant experience and evidence of continual personal development |
| Special Requirements | <ul style="list-style-type: none"> • This post is exempted under 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). |

Date Reviewed: July 2021

Updated: July 2021