**Job Description**

**Fostering Recruitment Manager**

**Overall Purpose**

The Fostering Recruitment Manager is a key contributor to the provision of an outstanding fostering service for children. You will proactively manage all the local foster carer recruitment and assessment activity and lead on the local recruitment strategy to ensure the sufficiency needs in your allocated TACT area are met.

You will work closely with the Fostering Information Advisors and Marketing & Fostering Recruitment Manager to receive qualified leads. You will lead and manage the Fostering Recruitment Officer and / or Assessing Social Worker/s, ensuring the efficient handling of enquiries and assessments within timescales and to the required organisational standards.

You will conduct Initial Home Visits, deliver pre-approval training and supervise assessments. By proactively building excellent relationships with prospective foster carers and guiding them through the recruitment, preparation and assessment process you will increase the number of foster carers recruited.

You will act as the primary communication link between local area team and Recruitment Development Manager to continually improve and innovate in recruitment practice nationally and develop systems, processes and best practice for recruitment and preparation of new foster families across TACT.

The role is suited to proactive individuals with a passion for recruiting foster families who will work effectively and in collaboration with key internal and external stakeholders.

**Location:** Homebased with regular travel across the region and occasional nationwide travel.

**Hours:** 35 hours per week, normal working hours: 9am-5pm with willingness to work outside normal hours, including evening and weekend working.

**Reporting to:** Area Manager

**Main Duties**

1. **Enquiry and Recruitment Activity**

* Set and oversee the expectations in recruiting foster carers to high standards, aiming to promote positive outcomes for children.
* Manage local recruitment in line with the local recruitment strategy and analyse needs to inform recruitment activities, ensuring alignment between local and national recruitment strategies.
* Develop and identify applicants who can offer specialist fostering such as parent and child or complex needs placements.
* Make decisions on suitability of enquirers to proceed to application.
* Provide an ongoing customer focused relationship with applicants which can anticipate and resolve potential challenges throughout the assessment process.
* Ensure compliance with TACT’s recruitment policies and procedures and ensure agency practice complies with UK legislation and the UK National Minimum Standards.
* Work proactively to meet and exceed enquiry response times, ensuring all enquiries are progressed efficiently within set timescales.
* Increase TACT’s presence in the targeted local area’s by leading on recruitment events, including community and online events, and co-ordinate with the Marketing and Communications Team.
* Collaborate with local foster carers to support and organise recruitment activities.

1. **Customer Experience**

* Ensure all enquirers receive an excellent customer journey experience.
* Management and oversight of new foster carer enquiries, including undertaking Initial Home Visits of prospective foster carers.
* Lead Skills to Foster training groups and facilitate applicants’ completion of pre-approval L&D to ensure they are well prepared for the fostering role.

1. **Working with Others**

* Supervise and manage the Fostering Recruitment Officer and / or Assessing Social Worker/s.
* Work in partnership with Fostering Information Advisors and Marketing & Fostering Recruitment Manager to ensure there is adequate protected time and space to receive qualified leads as per organisational minimum requirements.
* Recruit, supervise and manage a team of independent social workers to undertake fostering assessments.
* Supervise, quality assure and make complex decisions in relation to assessments to ensure completion within timescales and to the standards required.
* Undertake and gather regular customer feedback to inform continual improvement of recruitment practice.
* Respond to customer complaints in consultation with the line Manager in an efficient and timely manner.
* Work across regions to cover for other Fostering Recruitment Managers as required to meet the business needs.

1. **Functional Management**

* Manage recruitment budgets and collaborate with key stakeholders.
* Promote and practice safeguarding, equality, diversity and inclusion across all activities.
* Ensure recruitment activity continues to contribute to TACT achieving high grades in relevant Country inspections.
* Act as the primary communication link between local area team and Recruitment Development Manager. Work in collaboration with the Recruitment Development Manager to continually improve and innovate in recruitment practice nationally and develop systems, processes and best practice for recruitment and preparation of new foster families across TACT.
* Work in collaboration with the Fostering Panel Advisor, Fostering Panel Chair and Panel Administrator.
* Write and produce management and performance information to improve recruitment practices.
* Maintain up to date role knowledge by remaining aware of new regulations, managing professional networks, participating in professional forums and pursuing learning and development opportunities.
* Provide cover for the Fostering Recruitment Officer within the Area Team.
* May be required to work across regions to cover for other Fostering Recruitment Managers as required to meet the business needs.
* Undertake any other duties, that may reasonably be requested.

| **PERSON SPECIFICATION** | **E (Essential)**  **D (Desirable)** |
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| Education/Qualification  * BA or Master’s in Social Work or DipSW, CSS, CQSW. * Management & Leadership Qualification equivalent to Level 5 or above (or willingness to undertake one). * Evidence of recent and continuing professional development relevant to the post. * Social Work England/Scottish Social Services Council/Social Care Wales Registration. | E  E  E  E |
| Experience  * Post qualifying experience which should include at least 2 years in relevant family placement work or post qualifying experience in other child care settings which must include statutory child care work. * A proven track record in working with and on behalf of children and foster families, using a trauma-informed therapeutic approach. * Experience of developing, implementing and tracking effective recruitment campaigns for carers. * Experience of delivery of training to prospective foster carers and/or approved foster carers. * Assessment of Foster Carers using CoramBAAF Form F. * Experience of quality assuring assessments. * Experience of managing and leading staff. * Experience of setting up and maintaining administrative systems and processes. * Experience of working with the public and engaging a wide range of community group and organisations. | E  E  E  E  E  E  E  E  E |
| Knowledge  * Knowledge of prospective carer preparation and assessment and the journey of a prospective foster carer. * Knowledge of recruitment and campaign/project delivery for foster carers. * Excellent working knowledge of relevant legislation including: National Minimum Standards, Fostering Regulations, Children’s Act 1989 and related regulations and guidance such as Working Together, Assessment Framework For Children in Need and Care Standards Act 2000. * Understanding of how equality and diversity relates to this post. * A good working knowledge of child protection / safeguarding children and other monitoring procedures and their reporting processes. * Knowledge and understanding of data protection and information security. | E  E  E  E  E  E |
| Ability and Skills  * Excellent communication skills, both verbal and written, with the ability to engage with individuals from diverse backgrounds. * Strong interpersonal skills, including empathy, interpersonal curiosity, and the ability to build rapport. * Excellent organisational and time management skills, with the ability to prioritise tasks effectively. * Ability to prioritise time demands and manage workloads. * Ability to work independently as well as part of a team and with colleagues across departments. * Ability to analyse information, write business reports and use this for providing clear recommendations and decision for informing the future of the service. * Ability to assess and support families and match them with children needing care. * Reflective supervision skills. * Ability to work with sensitive and confidential issues. * Ability to lead and manage staff as well as work closely with other teams to achieve agreed objectives. * Proficiency in using Microsoft Windows Applications (including Outlook, Sharepoint, Teams, Word and Excel) * Proficiency in using CHARMS and/or CRM Systems | E  E  E  E  E  E  E  E  E  E  E  E |
| Work Related Personal Attributes  * Self-motivated and proactive; search for and identify opportunities and show initiative. * A genuine interest in recruiting foster carers and supporting TACT’s mission to improve the lives of children. * Active listening skills. * Motivated to learn and develop knowledge, skills and abilities. * A positive and flexible attitude to change and continual improvement. * A commitment to and knowledge and understanding of Equal Opportunities and Anti-Discriminatory Practice. * Ability to make effective use of supervision. | E  E  E  E  E  E |
| Other  * Prepared to be flexible regarding working hours including evening and weekend working. * Willing to travel to complete visits to prospective foster carers and to collaborate with TACT colleagues. * An Enhanced DBS is required for this position. | E  E  E |