

Job Description



Job Title: Fostering Recruitment Officer	Service Area: Children and Young People's Services	
Directorate: Children's & Young People's Service Fostering	Post Number: 10025436	Evaluation Number: 6903
Grade: PO1	Date last updated: 13/05/2024	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To support the overall aims of Children and Young People's Services (CYPS) through efficient and effective coordination and clerical support.

Provide an efficient, high quality and effective recruitment service to the Fostering Service.

To support foster care recruitment using social media platforms i.e. Facebook, Instagram, X, Tik Tok.

Deliver a consistent programme of events based on the agreed Fostering campaign strategy. This means working closely with the Communications Service to link with corporate events.

To undertake the compilation, analysis and presentation of data and information from a wide range of sources in order to assist the dissemination and effectiveness of Fostering recruitment campaign and identifying where improvements need to be made.

To develop active and effective working relationships with external agencies and partners providers, delivering services, across children's services, external departments and agencies in order to deliver key outcomes in our recruitment drive

Be the initial contact for potential foster carers. Monitoring the fostering process to ensure timescales are met.

Provide regular statistics on all stages of the foster carer recruitment process.

Job Context

1. The post holder will report to the Service Manager.
2. The post holder has no line management responsibility.
3. The post holder has no sole budget responsibility.
4. The post holder may be required to work some evenings in order to meet service requirements.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all general responsibilities listed below:

Lead officer responsible for co-ordinating all recruitment events, both Placement Services and Corporate led, aiming to increase the number of initial enquiries from prospective foster carers. This will include regular liaison with the Communications events team. To support foster care recruitment using social media platforms i.e. Facebook, Instagram, X, Tik Tok.

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2. To be 'hands on' in supporting staff in the service in delivering the service targets i.e. by booking and following up appointments, liaising with internal and external partners and taking a proactive approach to finding solutions.
3. Ensure all recruitment events reflect the Newham brand and messaging. To work collaboratively with partner organisations, to raise awareness of the service and the referral routes in to it.
4. To manage and coordinate the production of accurate and regular reports on performance, in relation to all areas of delivery but also in tracking cohorts of prospective foster carers, as may be required by senior managers. Produce monthly statistics on the various stages of the recruitment process from initial enquiry to approval together with key statistics from the Fostering.

5. Record all recruitment events, using an annual action plan, including; costs, staffing, outcomes and evaluations.
6. Be the initial contact for all telephone enquiries from prospective foster carers. Undertake the initial assessment/suitability against the fostering criteria which includes gathering sensitive personal information from the enquirer and pass successful prospective carers to the next stage of the assessment process.
7. Deal with a range of queries from the public and from other staff, provide advice/ support/ information in a polite, helpful and sensitive manner. This will include communication in person, over the telephone and in writing. Also ensuring urgent messages are promptly relayed to the relevant officer.
8. To liaise directly with prospective foster carers, responding to queries effectively. To monitor the mailbox and phone line to ensure that new referrals are dealt with in a professional and timely manner.
9. Monitor and review the various stages of the assessment process for Fostering including;
 - a) Initial visit monitoring to ensure they take place within five working days of the applicant's initial telephone interview.
 - b) Ensure timely feedback is given to applicants after the initial visit by the visiting social worker (within 7 days of the social worker's initial visit).
 - c) Ensure applicants' registration of interest forms are date stamped. (This is crucial as it is this date that triggers the start of the 8 month assessment period).
 - d) Monitoring there are no delays with the various checks that may prevent the prospective foster carer's assessment being presented to panel within the Government target of 8months.
 - e) Ensuring there are no delays with the various checks that may prevent the prospective foster carer's assessment being presented to panel within the Government target of 8 months.
 - f) Ensure feedback is given to prospective foster carers after their attendance at the preparation group training.
 - g) Ensure the team receive registration of interest forms from suitable applicants.
10. To play a lead role in ensuring that there is effective involvement of relevant stakeholders in the development and commissioning of services, whilst staying true to core programme aims and council priorities.
11. The post holder will maintain positive relationships with a range of teams in particular the Communication Team and other linked services and partner agencies.

12.To undertake such other duties commensurate with the grade and responsibilities of the post.

Personal Specification

Job Title: Fostering Recruitment Officer	Service Area: Children and Young People's Service	
Directorate: CYPS	Post Number:	Evaluation Number:
Grade: PO1	Date last updated: June 2023	

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Good knowledge and understanding of the workings of local government, especially within a children's services social care service setting.	Application Form/Interview

<p>Good knowledge and understanding of local authority responsibilities towards vulnerable children.</p>	<p>Application Form/Interview</p>
<p>Knowledge of using social media to release informative and persuasive marketing</p>	<p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>Educated to degree level, or equivalent level of work experience relevant or similar to the field – which would be experience in social media/marketing</p>	<p>Application Form</p>
<p>EXPERIENCE:</p> <p>Experience of producing external marketing content via social media and/or other channels</p> <p>Experience of working in or with services linked to children, young people and families.</p> <p>A good knowledge and understanding of Fostering and Children’s services.</p> <p>Experience of working with multidisciplinary teams and specialists to improve and enhance service delivery.</p> <p>Experience of producing external marketing content via social media and/or other channels</p> <p>Excellent verbal skills with the ability to talk confidently with internal and external stakeholders in one-to-one and group settings.</p> <p>Experience of successfully building relationships with stakeholders to achieve service priorities.</p> <p>Experience in producing high quality performance reports and progress briefings for senior managers.</p> <p>Knowledge of online and offline marketing techniques and how to deploy them and evaluate their effectiveness.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p>	

<p>Ability to communicate throughout all levels of an organisation, from practitioners to senior directors and external partners.</p> <p>Good written and verbal communication skills, as well as the ability to simplify complex ideas and communicate them.</p> <p>Ability to work to tight timescales and work effectively under pressure; organising tasks and workload independently and to demonstrate accountability in supervision.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to take on new concepts and be forward thinking.</p> <p>Ability to be reflective and creative when working with vulnerable children and young people.</p>	<p>Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Excellent organisational skills and attention to detail.</p> <p>Focused on achieving core programme objectives, whilst remaining flexible and adaptable to changes in programme requirements.</p> <p>Good interpersonal skills which are appropriate to working with a range of key stakeholders, including external partners and service users.</p> <p>Confident, self motivated, proactive, with a high capacity of work.</p>	<p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced DBS check.</p>	<p>Satisfactory clearance at conditional offer stage</p>