

Job Description

Job title	Programme Officer, Kinship Care Support
Accountable to	Programme Manager
Objectives	<ul style="list-style-type: none"> • To establish, develop and co-ordinate kinship supports for children and young people in kinship families in NI • Identify needs, design, develop and deliver a programme of training and personal development activities for foster carers, kinship carers and children and young people to meet the needs and aims of the project • Develop effective working relationships with key stakeholders including Health and Social Care Trusts, youth services and other organisations, liaising with them as required. • Ensure mechanisms are in place to collate, monitor and evidence outcomes required by the project
Hours per week	36
Location	Unit 22 40 Montgomery Road Belfast
Status	One year fixed term contract from 1 st August 2022 – 31 st July 2023
Disclosure required? (The post involves contact with children and/or access to confidential information about	Yes

children and families)	
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Responsibilities and accountabilities

1. To establish and build relationships with children and young people living in kinship families in order to design and deliver programmes of positive activities that will contribute to meeting their identified needs
2. Develop and deliver vocational and life skills training to support the personal development of young people in kinship care.
3. Work within a family context to help develop the confidence of kinship carers by identifying any gaps in their knowledge and skills and assist/enable them to access appropriate training and activities to assist them in ensuring the best outcomes for children.
4. Deliver programmes of activity with children, young people and their carers, facilitating their active participation in its planning and development.
5. Ensure the success of the project by ensuring it meets its set targets and effectively evaluating its outcomes.
6. To ensure young people in the scheme are appropriately safeguarded and that child protection policies and procedures are implemented within organisational policies and in line with Co-operating to Safeguard Children and Young People in NI

Management

No

Budget

No

General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

Knowledge and Experience

Candidates are assessed on their ability to meet the criteria listed in the person specification.

It is essential that you refer to the person specification below and demonstrate how you meet each of the criteria listed when completing the application form.

Qualifications

- Third level qualification in youth work, community work, psychology, sociology or equivalent

Experience

Essential

- Significant experience working within a community context to provide activities and resources to families
- Knowledge and experience of developing, providing and delivering programmes of training, information and support to children and young people and to individuals or groups who have experienced adversity, or have additional needs.
- Experience of project co-ordination including the use of computers to gather and analyse project and evaluation data together with a working knowledge of
- Microsoft Office software
- Knowledge and experience of encouraging the engagement and participation of vulnerable families in accessing support services for the benefit of children and young people
- Experience of handling confidential information in a professional manner

- Experience of supporting or advocating for others

Desirable

- Knowledge of foster care services and issues relating to looked after children.
- In Trauma Training informed approaches to working with people

Skills and abilities

Excellent communication skills both written and oral

Self-motivated with the ability to, prioritise, plan and undertake work in an effective manner

Proven ability to work effectively within a team by demonstrating cooperation and flexibility

Proven ability to network with others and be influential on behalf of children, young people and their carers

Ability to exercise sound judgement

Proven ability to work with children, young people and their foster carers in a sensitive and empathetic manner

Demonstrable IT skills and use of Microsoft Office.

Ability to develop and deliver an accredited programme of training.

Ability to work effectively with groups of vulnerable young people

This post requires travel throughout Northern Ireland: applicants should be able to meet the regional travel requirements of the post.

Ability to work outside of normal working hours including evenings and weekends

Additional Information
Pay and conditions of service

Band	The Fostering Network Band 5
Salary	£24,000
Annual Leave	25 Days plus 5 Fostering Network days.
Probationary period	6 calendar months.
Notice period	6 working weeks 1 week during probationary period.
Hours of work	36 per week – full time
Pension	Optional. Money-purchase scheme and salary sacrifice option is available with AEGON: Employee contribution is 3% of gross annual salary Employer contribution is 5% of gross salary.
Season Ticket Loan	An interest free season ticket loan is available to all staff immediately.
Trade Union	The Fostering Network recognises the trade union Unite and members of staff can join if they wish.

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