

Job Description

Job title	<p>Fosterline Scotland Worker</p> <p>(Funded by the Scottish Government through the CYPFEIF and ALEC Fund Grant)</p>
Accountable to	Head of Information Resources and Advice
Objectives	<ul style="list-style-type: none"> • To provide an independent source of advice, advocacy, information, support and mediation to foster carers, fostering services and the fostering community throughout Scotland. • To support foster carers to adopt an early intervention approach to prevent crises from occurring and placements breaking down. • To provide support to foster carers and services in Scotland through helpline, in person supporting, training and consultancy
Hours per week	20 hours per week (Monday – Wednesday)
Location	<p>Home-working or office based at our Glasgow Office</p> <p>Centrum, 2K</p> <p>38 Queen Street</p> <p>Glasgow</p> <p>G1 3DX</p>
Status	Permanent
<p>Disclosure required?</p> <p>(The post involves contact with children and/or access to confidential information about children and families)</p>	Yes

Responsibilities and accountabilities

- To establish procedures for dealing with enquiries in line with The Fostering Network's existing policy and practices. To empower foster carers to decide how matters can best be resolved.
- To be available for foster carers and fostering practitioners, primarily by telephone, to discuss matters of concern, offering strategies and solutions for responding to conflict, to prevent difficulties escalating and foster care placements breaking down.
- Following discussion with foster carers, and with their agreement, to raise issues with agencies to attempt to resolve difficulties at an early stage.
- To meet with foster carers and fostering services as appropriate and represent The Fostering Network as required.
- To assist and lead on the delivery of workshops providing advice to foster carers on foster care finance.

- Establish and maintain an adequate system of records, manual and computerised, in accordance with agreed procedures for Fosterline Scotland and provide quarterly reports on the work of Fosterline Scotland for The Fostering Network and annual reports to funders.

Budget management

- To hold manage and be responsible for such budgets as may be delegated, including monitoring expenditure against budgets set.

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

Essential

- Must demonstrate specific knowledge of current foster care practice, regulation and legislation in Scotland.
- Must demonstrate ability to access specific fostering regulations, organisational policies and procedures of local authorities, registered fostering providers and regulatory bodies.
- Qualification in Social Work (DipSW, CQSW or similar) or equivalent qualifications or level of experience.

Desirable

- Experience of delivering advice and information services
- Experience of delivering training and consultancy

Skills and abilities

Essential

- Ability to promote good practice in foster care for the benefit of looked after children and young people.
- Good interpersonal skills and an ability to relate to people from a wide range of backgrounds.
- Proficient in Microsoft Office.
- Ability to present information clearly, both verbally and in writing.
- Ability to gather, collate and present information and statistics in report form.
- Ability to represent the views of others, as appropriate.
- Ability to enable and support foster carers to process and present their own case to the relevant agency.
- Ability to develop and maintain a working relationship with fostering service providers and foster care groups.
- Good powers of negotiation and persuasion.

- Ability to demonstrate commitment to The Fostering Network's equal opportunities policy and practice.
- Able to work flexible hours and be able to spend the occasional night away from home (with adequate notice).

Desirable

- Basic counselling skills which encompass both face-to-face and discussion by telephone.
- Ability to relate issues raised by individual case work to broader practice and policy in agencies and to encourage the fostering service to review their practice in light of this.

Qualifications (Professional, Technical)

See above.

**Additional Information
Pay and conditions of service**

Band	The Fostering Network Band 4
Salary	£37,000pa (FTE) Actual Salary £20,555pa
Annual Leave	25 Days plus 5 Fostering Network days (pro rata, as necessary).
Probationary period	6 calendar months.
Notice period	8 working weeks One week during probationary period.
Hours of work	20 hours per week (Monday – Wednesday)
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.
Trade Union	The Fostering Network recognises the trade union Unite and members of staff can join if they wish.

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I have read and agree the revised job description for:

_____ Date _____
(Job title)

Signed _____ Print name _____
(Post holder) (Post holder)

Signed _____ Print name _____
(Manager) (Manager)