

## **Assistant Director - Scotland**

### **Core purpose of job:**

To be a member of the Leadership Team, focused on delivering the vision and strategic objectives of The Fostering Network (TFN); with shared and specific responsibility for key areas listed below:

### **Key areas of responsibility:**

1. Overall management and leadership of our work in a specific country
2. To work as a collaborative team of country specific deputy directors across the UK
3. Drive forward the monitoring, impact and evaluation of our work
4. Develop and maintain key external stakeholder relationships, including national and local government, inspection and registration bodies, national organisations, fostering services, foster carers and all members
5. Oversee the development, delivery and roll out of sustainable, impactful programmes to improve outcomes for children and foster carers
6. Secure grants, fundraising and engage in activity to promote TFN and enable us to respond to the needs of the sector
7. Budget management
8. Identify and act on potential for innovation and collaboration
9. Engage and grow the individual and corporate membership of TFN; and maintain the organisation's position as the leading fostering charity in the UK.
10. Safeguarding lead for the country

**Position reports to:** Chief Executive Officer

### **Position is responsible for:**

Country based staff and matrix management arrangements (approx. 6-12 staff depending upon local delivery and programme growth)

**Length of contract:** Permanent

**Salary:** Band C - £52,000 - £57,000 starting salary dependent on skillset and experience

## **Main Duties:**

1. Overall management and leadership of our work in a specific country
  - To lead, develop and manage The Fostering Network's work in Scotland in collaboration with other directors, deputy directors, and Lead Managers, in their areas of activity.
  - Ensure that our work in Scotland aligns to local and national policy directives, legislation, regulation, and good practice guidance.
  - Demonstrate sound leadership and management of our staff members, volunteers and associates in Scotland, in accordance with TFN policies and procedures
  - Develop Scotland specific strategies and plans in line with our organisational strategy
2. To work as a collaborative team of country specific deputy directors across the UK
  - Initiate, develop and increase opportunities to enhance our national reach through working closely and collaboratively with all country specific deputy directors
  - Share good practice, resources, programmes, toolkits and relevant documents
  - Create and agree a programme of areas for development related to our work and research findings.
  - Share the learning and resources from country specific pilots, pathfinders and programmes, liaising with funders to agree consent for wider roll out if applicable
3. Drive forward the monitoring, impact and evaluation of our work
  - Ensure impact monitoring is central to all work undertaken in the country and contribute to the organisational capture, analysis and reporting of this work.
  - Ensure that new concepts or programmes have clear monitoring processes in place to demonstrate impact.
  - Ensure systems are in place to evaluate our work in the specific country and aligned to wider organisational evaluation plans and processes
  - Overall responsibility for reporting requirements internally to trustees and SLT and externally, including governments and funders.
4. Develop and maintain key external stakeholder relationships, including national and local government, inspection and registration bodies, national organisations, fostering services, foster carers and all members
  - Act as a spokesperson and represent the organisation in Scotland
  - Support and advise the CEO or other visiting directors when undertaking public duties in Scotland
  - Develop and sustain a wide range of relationships to promote The Fostering Network's work and ensure that The Fostering Network is in productive dialogue with its members
  - Build and grow our stakeholders in Scotland, building on all opportunities to develop productive, professional relationships which enhance our mission and vision
5. Oversee the development, delivery and roll out of sustainable, impactful programmes to improve outcomes for children and foster carers
  - Oversight of all current programme delivery, ensuring objectives are met or exceeded
  - Identify challenges and opportunities for sector improvement, work with others to translate these into future programmes, or concepts for change
  - Prepare proposals for projects, ensuring they meet sustainable, impactful outcomes for children and foster carers

6. Secure grants, fundraising and engage in activity to promote TFN and enable us to respond to the needs of the sector
  - Identify opportunities for project development based on the needs of the sector
  - Complete high quality funding applications and respond to tenders
  - Work in collaboration with directors, deputy directors and lead managers to create joint applications for funding as and when required
  - Maintain local oversight of funding opportunities and build local fundraising relationships
7. Budget management
  - To hold, manage and be responsible for budgets, approving and authorising expenditure in accordance with budgetary constraints and delegated authority.
  - To be responsible for setting, monitoring and meeting budget requirements
  - Uphold and adhere to organisational policies and procedures in relation to financial matters
8. Identify and act on potential for innovation and collaboration
  - Create opportunities for scoping out innovative and creative developments
  - Ensure space for regular team building, collaboration and creative thinking
  - Work closely and collaboratively with Lead Managers across the organisation to ensure successful delivery of our services and translation of innovative programmes at local level
9. Engage and grow the individual and corporate membership of TFN; and maintain the organisation's position as the leading fostering charity in the UK.
  - Maintain and grow individual, organisational and associate membership in Scotland
  - Ensure high engagement and promotion of membership services and benefits at local and national level
  - Participate in and promote at a country specific level all national engagement campaigns, such as Foster Care Fortnight and other related activity
  - Facilitate and ensure effective methods for feedback between members and our UK wide membership services. Identify and address any gaps in provision or opportunities for improvements
10. Safeguarding lead for the country
  - Fulfil the role of safeguarding lead for all aspects of work in Scotland
  - Ensure compliance with policy and procedures
  - Work closely with wider safeguarding leads, taking collective responsibility for the improvement of our safeguarding oversight
  - Contribute to safeguarding reports, updates and the annual safeguarding trustee audit process

## **Key competencies required for the role**

### ***Essential***

- Ability to work as a collaborative leader to meet wider corporate objectives of TFN
- In-depth, current knowledge and understanding of foster care practice and children's social care across the UK
- Experience of working within statutory local authority social services department(s)
- Experience of strategic planning and programme management including managing budgets

- Experience of effective working with key government officials and a broad range of key stakeholders
- Experience of effective leadership, line management and supervision
- Experience of delivering effective, successful change management
- Commitment and understanding of devolution and working across the UK to maximise consistency and parity for the fostering community
- Ability to develop successful relationships and work in partnership with external agencies
- Experience of successful income generation as it applies to the charity sector
- Commitment to Equality, Diversity and Inclusion
- Commitment to the core values, vision and mission of TFN

***Desirable***

- Experience of working within or closely with the independent or third sector
- Experience of working across a national remit
- Care experienced or lived experience of foster care
- Experience of delivering foster care as a practitioner in local government or the independent sector

***Qualifications & minimum requirements for the role***

- Degree level or equivalent in a related field
- Management qualification or evidence of effective management and leadership skills
- Significant knowledge and understanding the fostering sector
- Safeguarding qualification or evidence of sound safeguarding practice and knowledge base