

 Job Description

|  |  |
| --- | --- |
| Job title | Project worker – Mockingbird  |
| Accountable to | Implementation manager – Mockingbird  |
| Objectives | **Objective 1**To provide support, guidance and quality assurance for fostering services implementing and sustaining the Mockingbird programme **Objective 2**To work effectively to support the overall operational delivery of the Mockingbird programme throughout the UK |
| Hours per week | 35 |
| Location  | Home based **London/East England**, with travel required throughout UK.  |
| Status | Permanent |
| Disclosure required?(The post involves contact with children and/or access to confidential information about children and families) | Yes |

## Responsibilities and accountabilities

1. To work to an agreed set of actions to provide ongoing support, training, and quality assurance for UK wide Mockingbird delivery partners. (The majority of support will be offered via email, phone and video call. However, the ability to travel will be required to enable face-to-face support as and when necessary and to attend national programme events across the UK)
2. To develop and maintain effective working relationships with designated Mockingbird delivery partners, and other internal and external stakeholders as required.
3. To support the design and development of ongoing Mockingbird quality assurance and training processes for all delivery partners; to enhance practice knowledge, identify and address common themes and share learning.
4. To work alongside, and support the programme team and the wider organisation, to; develop and sustain the Mockingbird programme, increase its presence and raise awareness throughout the UK.
5. To support, contribute to, and attend Mockingbird related events held online and in-person regularly throughout the UK.
6. To ensure effective project administration in line with programme processes and The Fostering Network’s internal protocols and policies.

## Management

## *None*

## Budget

*None*

## 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

* Experience of providing coaching/support/training to customers via email, phone, video call and in person.
* Experience of delivering training and learning content (online and in person).
* Experience of project work and co-ordination of tasks and outcomes
* Working in a multi-disciplinary environment, and across staff teams
* Working to tight deadlines and prioritising and managing own workload
* Experience of managing sensitive and challenging situations
* Broad understanding of the policy and practice agenda for children’s social care
* Experience of handling confidential information in a professional manner.

## Desirable

* A working knowledge and understanding of the Mockingbird model and programme
* Good understanding of local authority and independent fostering providers remit, responsibilities and management structures
* Working within Children’s’ Services or with an associated organisation or body
* Working within major change programmes and ensuring clarity, consistency and high quality support
* Experience of project evaluation processes
* Experience of working remotely

##  Skills and abilities

## Essential criteria

* Excellent interpersonal and relationship management skills
* Excellent communication skills with ability to engage foster carers, young people and staff at all levels
* Ability to problem solve and apply sound judgement at all times
* Ability to work independently and as a member of a team
* Highly organised with an ability to prioritise, plan and work in a systematic way
* Excellent IT skills including confidence with video conferencing platforms (particularly Microsoft Teams)
* Ability to inspire trust and gain credibility with senior managers, practitioners, foster carers, young people and a diverse range of stakeholders
* Self-starter with ability to work flexibly, travel and work evenings and weekends if necessary
* Commitment to valuing diversity and promoting equal opportunities and anti-discriminatory practice

##

## Additional Information

**Pay and conditions of service**

|  |  |
| --- | --- |
| Band | Band F |
| Salary | £32,000 - £37,000 (plus LW if applicable) |
| Annual Leave |  27 Days plus 3 closure days in December and standard Bank holidays  |
| Probationary period | 6 calendar months. |
| Notice period | 6 working weeks One week during probationary period. |
| Hours of work | 35 per week  |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:Employee contribution is 3% of gross annual salaryEmployer 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. |