

Job Title:	Service Manager & Responsible Individual Fostering and Post-Adoption Support (England) Fostering (Scotland)
Cornerstone office:	Head Office in Doncaster; satellite offices in Tyneside and Stirlingshire
Accountable to:	Chief Executive Officer
Line Management responsibility for:	Registered Manager Fostering & Post-Adoption Support (England); Fostering Manager (Scotland (Foundations Matter))

Job Description

Overall Main Duties

1. Support the social work management team and encourage them to aim for the best outcomes for the people we support.
2. Be responsible for practice management, finance and service support provision for Fostering and Post-Adoption Support (PAS) services.
3. Be innovative and work closely in partnership with staff including Senior Management Team (SMT) colleagues, our foster carers and key stakeholders to take forward creative new ideas and continually develop the service at a strategic, non-operational level.
4. Maintain a strategic overview of activity and write an effective annual service plan which highlights key priorities based on patterns you have seen, informed by liaison with Registered Manager, Fostering Manager, Agency Decision Maker (ADM) and Panel Chair.
5. Take responsibility for developing and maintaining effective, up-to-date and legislation-compliant service policies and procedures in conjunction with Registered Manager and Fostering Manager.
6. Work responsibly with CEO regarding financial planning of fostering service and ensure effective budget management.
7. Work to carry out strategic plans and implement changes across the Fostering and Post-Adoption Teams.

8. As Responsible Individual ensure Cornerstone is fully compliant with current, relevant legislation in relation to all service provision.
9. Supervise Registered Manager (Fostering and Post-Adoption Support (England)), Fostering Manager (Scotland) ensuring they continue their ongoing professional development.
10. Liaise appropriately with Ofsted, Local Authorities, the Care Inspectorate, other relevant agencies and stakeholders associated with service provision, including effective escalation where necessary.
11. Lead and drive the establishment and evolution of our Scottish fostering service (Foundations Matter).

Specific Main Duties relating to the Fostering Service (England)

- Provide monitoring for Schedule 6 and 7 of The Fostering Services (England) Regulations 2011.
- Send notifications to Ofsted in the absence of the Manager.
- Oversee the quality and function of Panel.
- Fulfil the roles and responsibilities of Panel Advisor with the Registered Manager.
- Ensure compliance in relation to each child placed with foster carers, with the foster placement agreement and the responsible authority's plan for the care of the child.
- Ensure the quality of children's guides.
- Review the Statement of Purpose.
- Draw up and deliver the Annual Service Plan.
- Manage a delegated annual service budget and plan spend accordingly.

Specific Main Duties relating to the Post-Adoption Support Service (England)

- Provide monitoring of Schedule 4 of The Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005 (2720)
- Ensure the quality of children's guides.
- Review the Statement of Purpose.

Specific Main Duties relating to the Fostering Service (Scotland)

- Send notifications to the Care Inspectorate in the absence of the Manager.
- Oversee the quality and function of Panel.

- Fulfil the roles and responsibilities of Panel Advisor with the Fostering Manager.
- Ensure compliance in relation to each child placed with foster carers, with the foster placement agreement and the responsible authority's plan for the care of the child.
- Ensure the quality of children's guides.
- Draw up and deliver the Annual Service Plan.
- Manage a delegated annual service budget and plan spend accordingly.

Christian Context

- As a Christian organisation Cornerstone has a Genuine Occupational Requirement (GOR) on all posts and only employs Christian staff who affirm the 'Statement of Faith' and who agree to the 'Code of Practice'.
- All aspects of the work will be carried out in a manner consistent with the aims of Cornerstone.
- The post holder is expected to engage in a variety of activities that are consistent with a practising Christian lifestyle in all aspects of the above job.

Person Specification

Qualifications and Professional registrations

- Must possess an appropriate professional qualification CQSW, Dip. SW or equivalent level.
- Must be registered with the appropriate Social Work body - either Social Work England or the Scottish Social Services Council.
- Possess an appropriate leadership or management qualification.

Knowledge/Experience

- A sound working knowledge of the underlying philosophy and the main provisions of all relevant legislation:
 - The Children Act 1989
 - Care Standards Act 2000
 - National Minimum Standards and The Fostering Services Regulations 2011
 - The Adoption and Children Act 2002
 - Voluntary Adoption Agencies Regulations 2003
 - The Adoption Support Agencies (England) and Adoption (Miscellaneous Amendments) Regulations 2005 (2720)

- Working Together to Safeguard Children 2018 (Amended 2020)
 - The Foster Children (Scotland) Act 1984
 - The Regulation of Care Act 2001
 - Children's Hearing (Scotland) Act 2011
 - The Children and Young People (Scotland) Act 2014
 - Looked After Children (Scotland) Regulations 2009
 - The Continuing Care (Scotland) Order 2015
 - Health and Social Care Standards 2022
 - GIRFEC & SHANARRI wellbeing indicators
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- An ability to understand the legislative and regulatory framework that governs all aspects of family placement work.
 - A recognised social work qualification with at least 3 years post-qualifying experience in childcare social work and has knowledge of childcare law and practice.
 - Experience in supervising and managing professional staff within an independent fostering and/or adoption agency.
 - Substantial experience in managing care planning practice in care, identifying, assessing, planning, delivering, monitoring, and evaluating outcomes.
 - Successful experience in managing child protection and safeguarding, supporting resilience, managing risk, maximising care and welfare, health and safety issues.
 - The ability to motivate and encourage staff and volunteers, personally, professionally, and spiritually.
 - An ability to demonstrate to the Care Inspectorate that you have the essential skills needed to develop the leadership and management of the agency so that it meets the Health and Social Care Standards, and thereby enables the children and families we support, to thrive and reach their full potential.
 - Experience of working in partnership with the Care Inspectorate in Scotland to achieve better outcomes for children and have a clear understanding of the Inspectorate's expectations would be an advantage.

Terms & Conditions

Hours: Full-time (35h per week):

- Exact working pattern in terms of days/hours to be established; role will be a hybrid flexible one with an agreed minimum number of hours worked in the office, and the remainder worked at various offices/locations and the applicant's home.

Holidays: 25+3 days per annum pro rata, where 3 days (pro-rata) must be taken between Christmas and New Year's Day when the office is closed.

Salary: Band 6, scale points 6.0 – 6.9 (£45,000-49,500 per annum), dependent on qualifications and experience)

Pension: Non-contributory employer pension contribution of 8% after successful completion of the probationary period.

Cornerstone reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person.