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# Cornerstone

Adoption and Fostering Service

Because Foundations Matter



# JOB VACANCY PACK

## ADMIN MANAGER



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# About Cornerstone

Cornerstone is an Independent Fostering and Post-Adoption Support Agency operating in England from Leicester up to Newcastle.

We are also expanding into Scotland where we operate as Foundations Matter.

We are the only Christian evangelical Fostering Agency in the UK. From our staff to our carers, volunteers and trustees, everyone in Cornerstone is motivated by their faith.

## Our Core Values

**Unity** – We are Christians who love God and all people, and we work together as a faith community.

**Children** – We put vulnerable children at the centre of all we do to change their stories within the context of a loving family.

**Development** – We provide holistic support to children, carers and staff to reach their full potentials.

**Stewardship** – We strive to be good stewards of God's gifts in our lives and God's creation by using our resources in a wise and ecologically friendly way.

**Reverence** – We listen and communicate with respect and care.

**Integrity** – We work diligently and from our hearts out of love for God to demonstrate our life in Christ throughout our personal lives and the entire organisation.



## Why choose Cornerstone?

**Dedicated, supportive, Christian staff, social workers and trustees who are motivated by their faith and who respect and understand the huge role faith plays in the lives of our foster families.**

A fantastic reputation built by outstanding carers who really do commit to the children they care for – sometimes for life!

**Awarded 'Good' by Ofsted in March 23 who said, "Children develop a sense of belonging in stable and secure fostering families..."**



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**Cornerstone**

Adoption and Fostering Service  
because foundations matter.



## Job Title:

Admin Manager

## Location:

Within commutable distance from Doncaster or Gateshead office. The 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.

## Terms:

Permanent

## Accountable to:

Service Support Manager  
(HR, Admin & Marketing)

## Hours:

Full time (35 hours per week)

## Salary & Benefits:

Band 3 – scale point: 3 to 3.9  
(£31,673-£36,423) pro rata.

Non-contributory pension of 8%  
paid on successful completion of  
a 3-month probationary period

25 days holiday per annum pro rata.

## Deadline:

26th April 2024

## Commencement:

As soon as possible.

# Job Description

## Main Duties

- You will head up our Administration function, designing, managing and implementing our policies and administrative processes. Including overseeing our day-to-day administrative service.
- You will enthusiastically support our social work team including the Responsible Individual and Registered Manager by providing a high level of administration.
- You will be responsible for the collation, management and auditing of foster carer and children's files.
- You will be responsible for compliance within the administration process according to Ofsted regulations as they relate to Fostering and Post Adoption Services.
- You will be responsible for Office Management across three sites.
- You will support foster carer recruitment efforts across the UK by ensuring that our processes and procedures are robust. You will field carer enquiries and resolve/redirect accordingly.
- Provide Panel Administrator's duties for Cornerstone's Fostering Panel.
- You will have oversight and support our Marketing Officer and Marketing function to ensure high levels of interest using social media, mailouts and marketing campaigns, ensuring a robust process is in place to track all enquiries.
- You will be responsible for organising ,managing and supporting events such as training, annual Cornerstone holiday, celebration and family days and Skills to Foster including booking, arranging catering, liaising and providing administration.
- You will support our HR department by placing job adverts, processing and recording recruitment references.
- You will process DBS/PVG certificates and Right to Work.
- Possible Line Management of up to two direct reports.

## Administrative Tasks

- Manage and oversee all administrative department tasks.
- Maintain office supplies inventory and place orders as necessary.
- Ensure all offices are clean, organised, and well-maintained addressing any issues are raised with the Senior Leadership team promptly.
- Diary management.
- Organising conference calls and video conferences.
- Develop documents and presentations ensuring that documents are in the correct format and on brand.
- Arranging printing and postage.
- Maintaining and organisation of insurance policies and Ofsted registration.
- Answer office telephone.
- Maintain CPD records for Foster Carers and supporting the organisation and management of Foster Carer training.
- Create and maintain an accurate and effective Asset Register.

## Administrative Tasks continued

- Monitoring action and respond to group email box.
- Compiling reports for regulators, Local Authorities and other external partners .
- Drafting responses to emails and letters.
- Develop and maintain Asset Strategy and Register inc. oversight of office accommodation and leases.
- Oversight and regular analysis of the charity's Enquiry Tracker.
- Lead on Health and Safety for the charity as Health & Safety Representative.
- Act as Fire Warden for Mattersey/Gateshead office
- Any other duties as required commensurate with the post.

## Administrative support to the social work team including the Responsible Individual and Registered Manager

- Report incidents promptly and effectively in appropriate Schedules.
- Correspond with Ofsted, Charity Commission, LAs etc. in collaboration with the Registered Manager.
- First point of contact for SW enquiries and requests for support.
- Assist with Local Authority Quality Assurance Visits where necessary.
- Assist with completion of Reg 25 and Reg 35 reports.
- Complete in conjunction with the Registered Manager and Service Manager Ofsted data collection.
- Complete regulatory checks regarding Stage 1 of the Form F assessment.

## 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 description (including worship, Bible study, prayer, fasting).

# Person Specification

## Knowledge/Experience

- Professional administration in the public, private and/or third/charitable sector.
- Experience of recruitment, marketing, PR, and/or media campaigns.
- Experience of working to the tight timescales.
- Working in an environment requiring a high level of confidentiality and commitment.

## Essential

- Experience within a similar role.
- Excellent communication skills, both written and oral, including presentation of reports.
- Excellent inter-personal skills and the ability to respond to others with integrity and diplomacy.
- A willingness to lead and challenge where and when required.
- Ability to maintain high standards of discretion and confidentiality.
- The ability to anticipate needs, challenges and prioritise tasks.
- An ability to be self-directing and take personal responsibility for effective time management and demands of the workload.
- A high level of computer literacy, numeracy and ICT competence.
- Ability to multitask and work calmly and efficiently under pressure.
- A high level of concentration and accuracy.
- Experience of line management.

## Desirable

- Experience of administration within Children's Services.

## Disposition

- A determination to do everything to the highest standard in line with Cornerstone's Core Values.
- Able to take responsibility and exercise appropriate initiative.
- Ability to work unsupervised.
- A commitment to work as part of a multi-disciplinary team.
- The flexibility and willingness to be available when necessary at short notice.
- A full understanding of and sympathy towards Cornerstone's aims and objectives both as a charity and as a Christian organisation.
- A willingness to sign Cornerstone's 'Statement of Faith' and 'Code of Practice'.

## Other

- Research as directed by Service Support Manager (HR, Administration & Marketing) or Registered Manager (under express approval of Service Support Manager).
- Any other reasonable tasks as directed.

# Terms & Conditions

**Hours:** Full time (35 hours per week).

**Terms:** Permanent

**Location:** Within commutable distance from Doncaster or Gateshead office. The 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 days per annum pro rata.

**Salary:** Band 3 – scale point: 3 to 3.9 (£31,673-£36,423) pro rata.

**Pension:** Non-contributory pension of 8% paid on successful completion of a 3-month 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 and notification made in writing within 28 days of addition or amendment.*