

Job Title: Agency Decision Maker for Cornerstone Fostering Service.

NB: As Cornerstone is a Charity, it is a regulatory requirement that this role is undertaken by a Trustee and as such your recruitment and appointment must also abide by the rules set by the Charity Commission.

Cornerstone Office: Room 2 Oxford House, Sixth Avenue, Doncaster, Auckley, DN9 3GG

Accountable to: The CEO

Job Description

Main Duties

As the ADM for the Fostering service you are responsible for the following areas:

- Maintaining an up to date knowledge on new legislation, case law, policy guidance and local/regional policy developments, and supporting the implementation of new legislation in conjunction with senior managers
- Making and communicating your decisions to social work practitioners, families and Panel whilst driving best practice across the service, in accordance with relevant legislation, policies, procedures, and best practice.
- Working with and supporting the Responsible Individual, Panel Advisors, Panel Administrators and all relevant staff to ensure that all performance targets are met within agreed timescales and where performance targets are not met, alerting the responsible senior managers.
- Ensuring that issues of equality and diversity as well as required standards are properly reflected and addressed in the documents upon which the post holder's decisions are based.
- Providing timely reports to the agency after considering each assessment or review.
- Ensuring Panel Chairs are suitably qualified and equipped to discharge their duties and as ADM, conducting annual appraisals of panel chairs based on an observation of the Panel Chair, quality of the panel minutes and the Panel's recommendations.
- Playing a key role in the strategic development of the IFA through provision of specialist knowledge and expertise, and by participating pro-actively in the agency's quarterly Service Improvement Group alongside CEO, Service Manager/Responsible Individual, Panel Chairs, Panel Advisors etc.
- Attend appropriate support groups regularly to share information and receive additional support regarding the role.

Christian Context

- As a Christian organisation Cornerstone 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.
- In the course of carrying out the duties and responsibilities of this role, the post holder is expected to contribute to and (from time to time) facilitate a variety of activities that are consistent with a practicing Christian lifestyle, including worship, Bible study, prayer. Staff and Trustees meet regularly for a short devotion and prayer.

Personal Specification

Qualifications and Professional registrations

- Must possess an appropriate professional qualification: Degree in Social Work, CQSW, Diploma in Social Work or equivalent.
- Must have an active Social Work England registration and engage in continuous professional development (CPD portfolio)

Essential Knowledge/Experience

- A minimum of three years post qualification experience.
- A sound working knowledge of the underlying philosophy and the main provisions of the Children's Act 1989 and the associated operational guidance.
- An ability to understand the legislative and regulatory framework that governs all aspects of family placement work (National Minimum Standards, Care Act 2015, Fostering Service Regulations 2011 and Equality Act 2010).
- Effective practice experience in cases involving the welfare and protection of children and young people, including child protection work, fostering, adoption, legal proceedings.
- Specialist knowledge about the disclosure of information including GDPR
- Experience and understanding of relevant quality assurance practice
- Experience in all of the following areas: management; strategic planning; development
- An ability to understand the legislative and regulatory framework that governs all aspects of the work of the charity

Essential skills

- The ability to motivate and encourage staff and volunteers, personally, professionally, and spiritually
- Ability to analyse qualitative and quantitative information in assessments and reports provided to ADM
- Influencing, decision-making, negotiating and advocacy skills
- Excellent inter-personal skills to work co-operatively both within and across professional disciplines and boundaries
- Computer literacy and high level of written and oral communication skills
- Organisational skills including the ability to prioritise tasks
- The ability to make risk assessments
- Strong individual time management skills
- An ability to be self-directing and take personal responsibility for effective time management and demands of the workload
- Experience of face to face / telephone contact with professionals and the public
- Good people skills and the ability to deal with others with integrity and diplomacy
- Ability to maintain high standards of confidentiality

- An ability to relate to children and young people.
- Ability to draft clear, concise and accurate correspondence to a high standard.

Desirable skills and experience

- Experience of working with volunteers
- High level of concentration and accuracy
- Ability to draft clear, concise and accurate correspondence
- Capacity for innovative thinking in service development.
- Car driver

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative
- A capability to work unsupervised
- A full understanding of and sympathy towards Cornerstone's values, 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'.

Terms & Conditions

Hours: 7-10 hours a month however you may be required to work additional hours as are reasonably necessary required to fulfil the role of ADM.

Remuneration: £35 per hour.

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.