

| Job Title                              | Team Manager  | Location:   |
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| Criteria                               | Essential   | Desirable   |
| <p><b>Knowledge and Experience</b></p> | <ul style="list-style-type: none"> <li>• A social work practitioner with recent experience in fostering and services for children who has an understanding of the different patterns of family life, knowledge and appreciation of the issues faced by children in care and foster carers</li> <li>• Possesses a good working knowledge of relevant legislation and minimum standards for fostering, understanding their impact on the work of a placement consultant and operation of an independent fostering agency</li> <li>• Has practical experience of                             <ul style="list-style-type: none"> <li>- recruitment, assessment, training and support of foster carers</li> <li>- fostering approval panels</li> </ul> </li> <li>• Has provided expert advice for colleagues and other stakeholders and taken the lead in a variety of forums or initiatives</li> <li>• Experienced in and committed to working within a multi-disciplinary environment with knowledge of non discriminatory and anti-oppressive practice</li> </ul> | <ul style="list-style-type: none"> <li>• Possesses an understanding of the requirements of existing and potential clients</li> <li>• Has participated in business development</li> <li>• Has supervisory or management experience with an understanding of staff management concepts and application across the following areas: recruitment &amp; retention, training and career development, conduct, capability, organisational change, appraisal</li> <li>• Experience of achieving performance targets and developing services and systems to meet organisational objectives.</li> </ul> |
| <p><b>Qualifications</b></p>           | <ul style="list-style-type: none"> <li>• A degree and qualified as a Social Worker, Dip SW or CQSW</li> <li>• Current registration with the HCPC (England), or WSCC (posts in Wales) or SSCC (posts in Scotland) or joint registration for posts with multi regional remit</li> <li>• Valid enhanced disclosure from the CRB</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of continuing professional development or willingness to undertake further development</li> </ul>   |
| <p><b>Aptitudes and Abilities</b></p>  |   |   |

## National Fostering Agency

## Person Specification: Team Manager

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|  | <ul style="list-style-type: none"><li>• Ability to lead, teach, motivate and inspire others individually and collectively to achieve planned objectives</li><li>• Is able to effectively use professional managerial supervision to improve practice, guide, support and develop skills in others</li><br/><li>• Has good interpersonal skills; effective at establishing and building appropriate relationships with children and adults at all levels</li><li>• Self sufficient and self motivated with the ability to work independently, recognising when matters need input from or referral to others</li><li>• Multi tasker who is able to manage, prioritise and monitor own work and that of team, based on social work practice and business targets.</li><li>• Able to identify and assess need, options and urgency of situations, planning and implementing action accordingly.</li><li>• Contributes positively to teams, encouraging and facilitating the contribution of others</li><li>• Excellent verbal and written communication skills with the ability to;<ul style="list-style-type: none"><li>- produce accurate reports</li><li>- make effective presentations to assessment panels potential carers and clients</li></ul>be an effective advocate</li><li>• A competent and effective user of information technology, skilled in Word, Excel and databases</li><li>• Committed to Safeguarding and ensuring that</li></ul> | <ul style="list-style-type: none"><li>• Ability to deputise for line manager as required</li><li>• Persuasive and influential with the ability to promote the services of the agency</li><li>• Decisive with a determination to rise to challenge, offering creative solutions to overcome difficulties</li></ul> |
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|                          | <p>the welfare of children is promoted</p> <ul style="list-style-type: none"> <li>• Able to work within all NFA's Policies and Procedures, especially those relating to Child Protection and Safeguarding</li> </ul>   |  |
| <b>Disposition</b>       | <ul style="list-style-type: none"> <li>• Well organised and a clear thinker</li> <li>• Ability to deal firmly with problems</li> <li>• Able to work individually and as part of a team, recognising when matters need the input of others</li> <li>• Honesty and integrity</li> <li>• Energetic and enthusiastic</li> <li>• Sense of humour</li> <li>• Resilient</li> </ul>  |  |
| <b>Job Circumstances</b> | <ul style="list-style-type: none"> <li>• A car owner and driver who is able to travel extensively in a given region</li> <li>• Possess a valid driving licence as a car driver in the UK</li> <li>• Flexible and willing to work outside of normal hours</li> <li>• Core hours 37.5 per week; 9 - 5.30 pm, Monday to Friday, subject to change due to the nature of the work</li> <li>• Participates in Emergency Duty Roster</li> </ul> |  |
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