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Cornerstone

Adoption and Fostering Service

Because Foundations Matter



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INTERIM TEAM MANAGER (FOSTERING)



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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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Job Title:

Interim Team Manager (Fostering)

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:

Fixed Term

Accountable to:

Registered Manager

Hours:

Part time (21 hours per week).

Salary & Benefits:

Band 4 in 24-25 (£36,951 - £41,702) pro rata.

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

25 days holiday per annum pro rata.

Duration:

Between 6 to 12 months, further discussions to take place at interview.

Deadline:

7th June 2024

Commencement:

As soon as possible.

Job Description

Main Duties

As the Team Manager you are responsible for the following areas:

Safeguarding

- Function as Cornerstone's Delegated Officer for Child Protection for the fostering service.
- As Cornerstone's Designated Safeguarding Officer, liaise with the appropriate LADO and keep the subject of any allegation informed.
- Maintain appropriate and accurate records including all 'Events and Notifications' for Schedule 6 & 7 monitoring.
- All accidents, injuries and illnesses of children placed with foster parents to be dealt with.
- Complaints in relation to children placed with foster parents and their outcomes to be dealt with.
- Any allegations or suspicions of abuse in respect of children placed with foster parents and the outcome of any investigation.
- Any unauthorised absence from the foster home of a child accommodated there.
- Use of any measures of control, restraint or discipline in respect of children accommodated in a foster home.
- Medication, medical treatment and first aid administered to any child placed with foster parents.
- Where applicable, the standard of any education provided by the fostering service.

Staffing

- Recruitment, training and development of staff and volunteers (including Panel members).
- Provide support and guidance for social work staff.
- Provides information as part of enabling the line manager to complete Probationary Reviews and Annual Appraisals and supports with ensuring the implementation of Action Personal Development and Training Plans.
- Be responsible for the 'Out of Hours' emergency rota and liaises with Registered Manager and Service Manager/RI regarding all 'Events and Notifications' for Schedule 6 & 7 monitoring.

Policies and Procedures:

- Together with the Responsible Individual, Registered Manager and the Service Support Manager HR monitor, developing and implementing practice guidelines, policies and procedures.
- Ensure the agency is fully compliant with current legislation and specifically, formulate policies and procedures to ensure compliance with current National Minimum Standards and associated Regulations in fostering and learning about the legislation in relation to adoption and post adoption support services.

Foster carers:

- Manage the recruitment, vetting, training and ongoing support of foster carers and adopters to enable carers to achieve and maintain the highest standards of practice.
- In respect to Family Finding making decisions in conjunction with practitioners about the matching of children to appropriate carers; and liaising with Local Authorities.
- Be responsible for informing the Finance Team of all periods of respite, details of new placements; any changes in fees, any extra payments and the numbers and availability of Foster Carers.
- Records of assessments.
- Records of fostering panel meetings

Children:

- Managing all aspects of the placements of children with the agency.
- Reviewing and updating the Children's Guide as and when required.
- Be responsible for informing the Administrators of all periods of respite, details of new placements; and the numbers and availability of Foster Carers.
- Support the Registered Manager to submit the Annual Ofsted Dataset.
- In conjunction with the Registered Manager ensure compliance in relation to each child placed with foster parents, with the foster placement agreement and the responsible authority's plan for the care of the child

Panel

- Act as Panel Advisor and contribute to the Annual Panel members' performance reviews and the Annual Panel Report together with the Chair of Panel.
- In conjunction with the Registered Manager ensure quality assurance of any document that is presented to Panel.

Main Duties continued...

- .Together with the Senior Management Team be responsible for the growth and development of Cornerstone including agreeing a business development plan and reviewing it regularly.
- Together with the Registered Manager and Responsible Individual, monitor, develop and implement practice guidelines and procedures.
- To monitor and audit all files to be available for consultation in relation to social work issues/problems and report trends to the Registered Manager and Service Manager/RI.
- Liaise and maintain a constructive working relationship with other agencies, Local Authorities, Ofsted, Social Workers, Police, Education etc in relation to child placements.
- Speaking in churches and at conferences to raise awareness of the work and to increase prayer and volunteer support.
- Developing strong links with individual churches and denominational groups and other Christian charities to promote partnership and networking.
- Any other reasonable tasks within your capacity as required from time to time.

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.
- The post holder is expected to engage in a variety of activities that are consistent with a practicing Christian lifestyle in all aspects of the above job description (including worship, Bible study, prayer).
- Facilitating prayer e.g staff meet for a short devotion and prayer regularly.

Person Specification

Qualifications and Professional registrations (if applicable)

- Must possess an appropriate professional qualification: Degree in Social Work, CQSW, Diploma in Social Work or equivalent.
- Must have an active HCPC registration and engage in continuous professional development (CPD portfolio).
- Possess or be happy to work towards a Leadership and Management qualification within 12 months.

Knowledge/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).
- Direct relevant experience of managing cases of children looked after by the Local Authority within the framework of the Children Act 1989.
- Effective practice experience in cases involving the welfare and protection of children and young people, including child protection work, legal proceedings and the permanent placement of children being looked after.
- A minimum of three years post qualification experience in work with children and families also a demonstrated interest in substitute family placement work.

Essential

- Experience in all of the following areas: management; strategic planning; development; fostering and adoption services.
- An ability to understand the legislative and regulatory framework that governs all aspects of the work of the charity.
- The ability to motivate and encourage staff and volunteers, personally, professionally and spiritually.
- Excellent inter-personal skills to work co-operatively both within and across professional disciplines and boundaries.
- Computer literacy.
- Organisational skills.
- The ability to make risk assessments.
- Strong individual time management skills.
- The ability to anticipate needs and problems.
- Good communication skills, both written and oral, including the necessary presentation of reports.
- 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 the public.
- A high level of literacy, numeracy and IT competence.
- Good keyboard skills and thorough familiarity with standard IT packages.
- Good people skills and the ability to deal with others with integrity and diplomacy.
- Ability to maintain high standards of confidentiality.
- Good time management.
- Ability to prioritise tasks.
- An ability to relate to children and young people.
- Car driver.

Desirable

- Experience of development work.
- Experience of speaking in churches.
- Experience of working with volunteers.
- Multitasking.
- High level of concentration and accuracy.
- Experience and willingness to engage in public speaking and to undertake training delivery.
- Good organisational and communication skills.
- Ability to draft clear, concise and accurate correspondence.
- Ability to work with groups of people, including the necessary presentation and training skills.
- Ability to enthuse and motivate others.
- Capacity for innovative thinking in service development.

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative.
- A willingness to work unsupervised.
- A commitment to working as part of a team.
- The flexibility and willingness to work occasional overtime when deadlines require.
- 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'.

Terms & Conditions

Hours: Part time (21 hours per week).

Duration: Between 6 to 12 months, further discussions to take place at interview.

Terms: Fixed-Term.

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 4 in 24-25 (£36,951-£41,702) 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.