

Ofsted

Good
Provider



Cornerstone

Adoption and Fostering Service

Because Foundations Matter



JOB VACANCY PACK

PANEL ADVISOR (FOSTERING)



Cornerstone UK
First Floor
Mattersey Hall Training Centre
Retford Road, Mattersey
DN10 5HD



info@cornerstoneuk.org



0191 5656423



[cornerstoneUKfostering](https://www.facebook.com/cornerstoneUKfostering)



[cornerstonefostering](https://www.instagram.com/cornerstonefostering)



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.

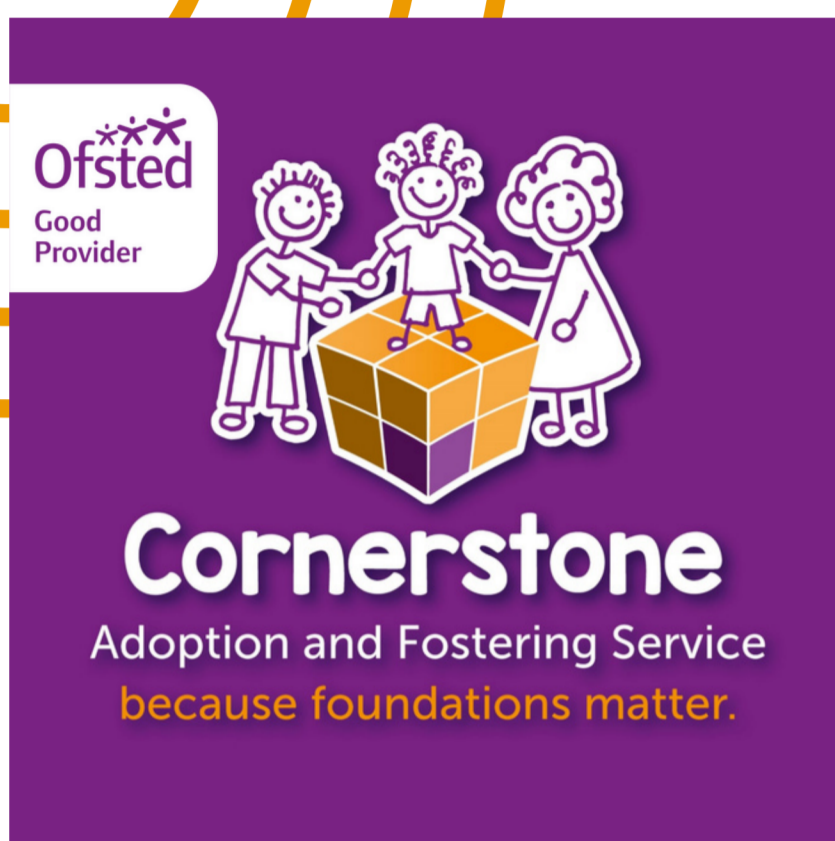


Why choose Cornerstone?

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..."



Job Title:

Panel Advisor (Fostering)

Location:

Remote

Terms:

Contractor

Accountable to:

Registered Manager

Hours:

5-7 hours a month however you may be required to work additional hours as are reasonably necessary required to fulfil the role.

Salary:

£35.00 per hour.

Duration:

12 months (to be reviewed)

Job Description

To act as Agency Advisor to the Fostering Panel, through the provision of advice to the Chair, Panel members, agency and agency decision makers concerning:

- The Agency's policies, procedures and practices
- Children Act 1989
- The Adoption & Children Act 2002 and associated regulations
- Government Guidelines
- Fostering/Adoption regulations, standards and guidance 2012

Main Duties

- Work with the Panel Administrator to set the timetable for cases and agree the agenda for the Panel; arrange for members from the Central List to be invited to Panel meetings so that each Panel can discharge the business on the agenda effectively; ensure that Panel complies with the statutory requirements in terms of composition and quorum.
- Quality assurance of reports presented to panel to ensure that the papers presented are complete and, when necessary, liaise with Team Managers and Social Workers to make good any deficits.
- Arrange for the Panel to be professionally and accurately minuted; ensuring that the timescale for the production of minutes complies with statutory requirements. The Panel Administrator must also ensure the quality of minutes for presentation to the Chair and Agency Decision Maker.
- Attend Panel, or exceptionally, arrange a substitute. Contribute a professional social work opinion on any relevant matter, advising the Chair of Panel on process and professional issues as required. The Panel Adviser will ensure that relevant issues are identified by Panel during the discussion and if any significant issue is not identified will bring it to the attention of the Chair.
- Identify any issues of professional practice arising during Panel and report these back to the relevant Managers; and record any responses for the future attention of Panel.
- Arrange for Panel Members to receive induction training and thereafter, opportunities for development and training, including arrangements for at least one annual training day.
- In consultation with the Chair of the Panel, review the performance of all Members on the Central List on an annual basis and if a Panel Member's performance or attendance at Panel meetings is not satisfactory that this is addressed outside of the annual review if required.
- The Panel Advisor will offer such advice and guidance to Social Workers as seems appropriate in connection with fostering matters. Where there is a disagreement about the readiness of an item to be presented to Fostering Panel, the Panel Adviser's decision will stand. In the event that the Social Worker disagrees then the Panel Advisor will refer the issue to relevant Senior Managers to resolve.

Job Description continued...

Main Duties continued...

- Where specialist advice is required that cannot be provided from the range of expertise within the Department, the Panel Advisor will be responsible for obtaining this either from one of the agencies of which Northamptonshire Children's Trust is a member e.g. Coram BAAF or the relevant Government Department (Department for Education, DoH, Home Office).
- To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.
- The Advisor must be a senior member of staff with at least five years' post qualifying experience in Social Work and relevant management experience. The Adviser plays a key quality assurance and advisory role within Cornerstone in respect of cases presented to Panel.
- The Advisor will advise the Chair and Members, as required, on matters relating to the Panel and Cornerstone's practice, policies and procedures. S/he is responsible for reporting back to Cornerstone any concerns or issues raised by the Panel and will consult with the ADM where necessary.
- The Advisor is responsible for ensuring comprehensive and appropriate documents are sent to Members at least five (although whenever possible, ten) working days before the Panel meeting.
- The Advisor is responsible for ensuring that accurate and timely minutes of Panel are produced and forwarded to the Chair and Members for checking and agreeing, and that verbal and written notifications of the ADM'S decision are forwarded to the applicants within statutory timescales, i.e., within two (verbal) and five (written) working days respectively.
- The Advisor will assist the Chair in the appointment, termination, and appraisal of Members, as well as the induction and training of Members, and for monitoring their performance.
- The Advisor will assist the Chair in setting the agenda two weeks before Panel.
- If other specialist advice is required for any other reason the Advisor will source this appropriately.
- Advisors are not voting Members of the Panel, and are not involved in recommendations made at Panel, and they can therefore assist the ADM in his/her deliberations.

Job Description continued...

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)

- Degree in Social Work/Certified Qualification in Social Work (CQSW)/Certificate in Social Service (CSS)/ Diploma in Social Work (SW-SP)/ Home Office letter of recognition.
- Social Work England (Previously known as HCPC) registration
- Hold or willing to undertake Post Qualifying award in social work or Children, Young people, Families and Carers (specialist post qualifying award in social work).
- Minimum of 3 years post-qualification experience.

Knowledge/Experience

- High level working knowledge of current relevant legislative framework and national policy.
- Understanding of fostering within the context of the wider children's social care framework.
- Experience of working within fostering services including experience and understanding of implementation of Adoption and Fostering Regulations and national minimum standards.

Person Specification continued...

Skills

- Effective communicator with a high standard of interpersonal skills dealing with a wide range of people to support the attainment of strong professional practice.
- Effective negotiation skills.
- Ability to work autonomously to meet deadlines and support effective use of panel resources.

Safeguarding

- Safeguarding
- Demonstrate an understanding of the safe working practices that apply to this role.
- Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

Desirable

- Practice Teacher Award/Enabling Others.
- Certificate in Mentoring.

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:** 5-7 hours a month however you may be required to work additional hours as are reasonably necessary required to fulfil the role.
- Location:** Remote.
- Salary:** £35.00 per hour.
- Terms:** Contractor.
- Duration:** 12 months (to be reviewed)

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.

Please Note: Cornerstone will be interviewing upon application as this appointment is an urgent requirement.