

NORTH SOMERSET COUNCIL

JOB DESCRIPTION

DIRECTORATE	SERVICE/TEAM	
Children's Services	Fostering Team	
JOB TITLE	POST NO	GRADE
Mockingbird and Training Co-ordinator	TBC	Level 5

JOB PURPOSE

1. CONTEXT

Reporting to the Team Manager, the postholder will collect and check data concerning children and young people in support of fostering and kinship service delivery. They will also organise and monitor the fostering training programme tracking compliance with the agreed training matrix.

2. MAIN RESPONSIBILITIES

The Mockingbird Coordinator will have a good understanding of the Mockingbird scheme and will collect and collate data and information in support of fostering service initiatives, liaising with professional colleagues in ensuring the veracity and availability of data in support of service delivery. Develop and agree training programmes for the fostering service, coordinate delivery and evaluate effectiveness, suggesting amendments as necessary to the agreed programme.

Research providers for expert training and develop specific training programmes for foster carers, with a range of delivery models that meet the national standards and North Somerset's agreed training programme.

Work closely with colleagues and key stakeholders in the fostering service to support service delivery and promote best practise.

Maintain excellent records to monitor progress within the training programme and multi-agency initiatives, and provide management information to support professional decision making.

Engage with the professional network and service users in the fostering network and contribute to management team discussions to share knowledge to improve outcomes within the service.

3. GENERIC ITEMS

To undertake any other duties commensurate with the grade of the post

To be aware of and understand the council's equality scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all health and safety legislation and associated codes of practice and authority policies.

4. WORK CONTROL, SUPERVISION AND WORK PLANNING

The post holder will work with liaison social workers and the team manager in providing a work programme to agreed timescales (monthly, quarterly and annually) and budget.

5. CONTACTS AND COMMUNICATION SKILLS

Excellent IT skills in creating spreadsheets/presentations for monitoring and tracking.

Good, accurate verbal and written communication skills and the ability to engage with a range of audiences to influence outcomes.

6. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

7. ADDITIONAL INFORMATION

Much of the work undertaken within the department is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the department they may on occasions be exposed to information that they may find upsetting.

Person Specification

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	NVQ level 3 in a related discipline or equivalent experience to demonstrate competency with the required technology in the role NVQ level2 in maths and English.	
WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING	Work experience in a discipline related to foster care and guardianship to demonstrate ability to engage with service users and professional agencies Preparation of reports and presentations.	Preparation of information and advice for others to use in a social care context.
OTHER RELEVANT EXPERIENCE	Managing and creating data spreadsheets and reporting from them. Considerable experience of managing competing priorities. Previous experience in researching training providers to meet agreed objectives.	Experience of monitoring budgets and flagging variances in agreed budgets before issues arise.
SPECIALIST KNOWLEDGE	Understanding of fostering and corporate parenting initiatives Understanding of Fostering National Minimum Standards.	Knowledge of fostering networks.
JOB RELATED SKILLS	Good organisational skills Ability to prioritise work to meet agreed deadlines.	Ability to recommend improvements to enhance services.
PERSONAL SKILLS	Good interpersonal skills to engage with a range of audiences and influence outcomes.	Understanding of professional boundaries.
SPECIAL WORKING CONDITIONS	Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.	
OTHER	Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).	

Approved by HR: 23/02/24
HRM: Alli Hughes.

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and date below will be treated as your signature for declaration purposes.	
Effective Date:	Issued on:
Name:	Date: