

JOB DESCRIPTION

Job Title:	Regional Fostering Hub Manager Local Authority Fostering South East (LAFSE)		
Directorate:	People	Salary:	£54,495 - 59,999 plus £729 London Weighting
Section:	Children Social Care, Local Authority Fostering South East	Grade:	BG-D, SCP 43 - 48
Location:	Times Square, Bracknell Forest (Hybrid: 5-10 days per month on site)	Work Style:	Hybrid

Job Summary

As the Regional Fostering Hub Manager of the LAFSE (Local Authority Fostering South East) Hub, hosted by Bracknell Forest Council, you will manage the effective day-to-day operation of the LAFSE Recruitment Hub front door, ensuring alignment with regional fostering recruitment and retention strategies across the South East. This includes overseeing operations alongside the Regional Strategic Lead, driving continuous improvement and implementing a regional workforce development strategy that supports high-quality, consistent fostering services across 17 partner councils.

The postholder will also provide quality assurance on initial home visit reports for prospective foster carers, provides guidance on quality and safeguarding practices, and support the handling of complex fostering recruitment enquiries and oversight of allocation to the LAFSE pool of assessors.

The postholder has responsibility for the management of the LAFSE Regional Enquiry Lead role and Business/Project officer roles and will work to ensure that performance across the region is communicated upwards to seniors to ensure improvement across the South East.

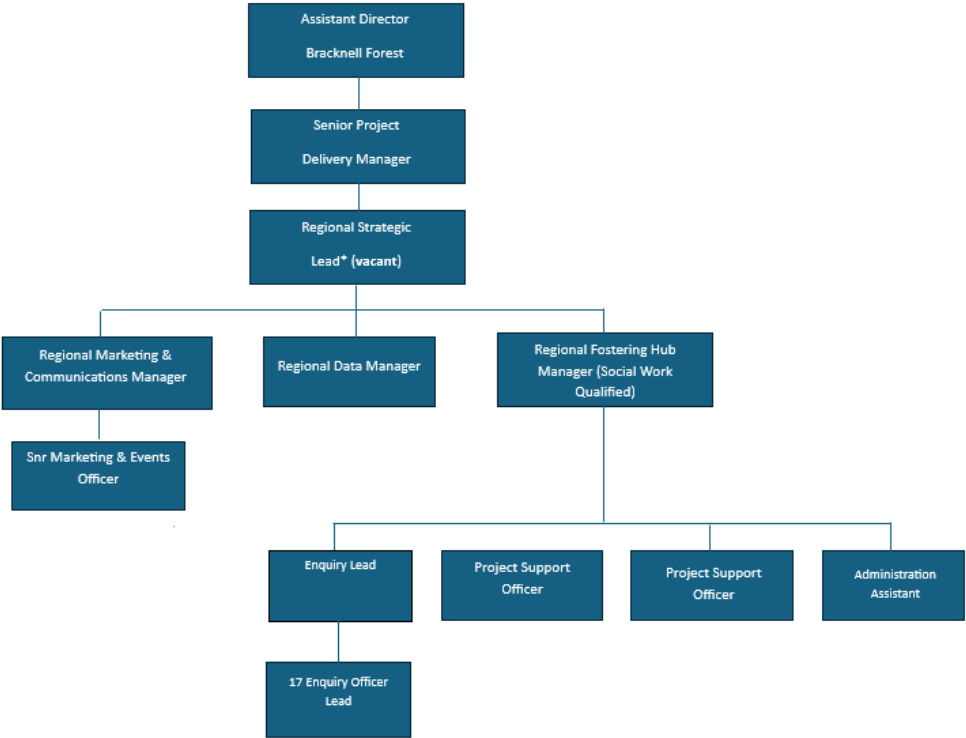
This is a hybrid role, based at home and at our Times Square offices in Bracknell, with regular travel to other local authorities within the partnership. On-site presence is expected for approximately 5 -10 days per month, depending on operational requirements.

Key Objectives of the role

- Ensure operational excellence and operational day-to-day delivery of hub objectives in collaboration with senior leads in the programme.
- Oversee workforce development, marketing and data initiatives including training, skills development and staff support to enhance recruitment and retention of foster carers and staff.
- Provide leadership in quality assurance and safeguarding, supporting compliance with relevant legislation, regulations and standards.
- Contribute to and help implement the Quality Assurance Framework and regional practice standards through case tracking, audits and analysis of findings.
- Support consistent quality in call handling and initial home visit assessments, ensuring high standards in recruitment practices.
- Equip staff with the tools, guidance and training needed for effective fostering recruitment and assessment.
- Foster strong collaboration with internal and external stakeholders to harmonise practice, share learning and ensure service consistency across the region.
- Support engagement and retention of staff and foster carers through best practice leadership and improvement initiatives.

Designation of post and position within departmental structure

BFC - CONFIDENTIAL



BFC - CONFIDENTIAL

Daily and monthly responsibilities

- Oversee the day-to-day operations of the LAFSE Recruitment Hub, ensuring efficiency and alignment with objectives.
- Ensuring effective support for LA Enquiry Officers and LAFSE Enquiry Officers.
- Respond to queries and address operational and workforce-related challenges promptly.
- Ensure compliance with safeguarding policies, fostering regulations, and operational requirements.
- Work closely with the Regional Strategic Lead and other managers to align activities with strategic priorities.
- Support the design and implementation of a regional workforce development strategy, ensuring consistency across Local Authorities.
- Facilitate the harmonisation of regional fostering recruitment practice through the adoption of shared policies, procedures, and best practices.
- Provide quality assurance of initial call handling and initial home visit reports for prospective foster carers.
- Provide or coordinate guidance on quality, safeguarding, and regulatory compliance.
- Deliver findings from case tracking and audits to inform continuous improvement.
- Identify and promote good practices across the region.
- Contribute to the development and implementation of the Quality Assurance Framework and regional practice standards.
- Conduct one-to-one and team meetings to review performance and progress.
- Produce a portfolio plan for the region of harmonised training plan for the South East.
- Work closely with the workforce leads of the 17 local authorities.
- Undertake the necessary project approaches to ensure roll out across the South East.
- Analyse data and reports from the Regional Data Manager to identify trends and areas for improvement - impact of which will ensure Improved Placement Stability. Identifying trends in placement breakdowns, matching success, or carer retention improvements.
- Analyse marketing reports from the Regional Marketing Manager to identify trends and areas for improvement. Impact -Targeted Recruitment Campaigns: insights into what marketing channels or messages are effective allow campaigns to be refined, improving conversion rates of potential foster carers.
- Support regional recruitment campaigns by providing operational insights and resources.
- Facilitate cross-cluster collaboration and knowledge-sharing initiatives to ensure uniformity in fostering recruitment and workforce development.

- Prepare performance reports for improvement of the service and updates for the Regional Strategic Lead and stakeholders.
- Organise and oversee regional training programmes for fostering teams, enquiry leads and carers.
- Track attendance and effectiveness of training initiatives.
- Develop, implement and promote regional standards, policies and procedures to harmonise practice across local authorities.

Scope of role

This is a varied and interesting role working on a fast-paced DfE funded project. The postholder will need to work collaboratively with internal and external partners to form good working relationships and to achieve the best outcomes for Local Authority Fostering South East.

There are no budgetary responsibilities with this role.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Bachelor's degree Social Work or equivalent.</p> <p>Registrations with Social Work England.</p>	<p>Postgraduate qualification in management, leadership or a related field.</p> <p>ILM Level 5 (or above) in Leadership and Management or equivalent professional qualification.</p> <p>Project management training (e.g. PRINCE2 Foundation/Practitioner, Agile).</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Minimum of 2 years' experience in a management or service lead role, with responsibility for supervising staff, managing performance, and leading service delivery.</p> <p>Experience working in a local authority, public sector or multi-agency environment.</p> <p>Experience dealing with a wide range of stakeholders, including professionals and the public.</p> <p>Experience working with sensitive or confidential information.</p> <p>Ability to manage competing and varied priorities.</p>	<p>Experience delivering region-wide or multi-authority initiatives.</p> <p>Experience supporting inspection readiness or regulatory reporting.</p> <p>Experience working within a regional or strategic delivery setting.</p>
Work-related Personal Requirements	<p>Excellent verbal and written communication skills.</p> <p>Ability to remain calm, patient and professional when handling complex, challenging or sensitive calls.</p> <p>Strong organisational skills with the ability to manage multiple tasks and priorities.</p> <p>Knowledge of fostering, children's services, or safeguarding environments.</p>	<p>Familiarity with local authority systems and data protection practices.</p>

	Proficiency in Microsoft Office applications (e.g., Outlook, Word, Excel, Teams).	
Other Work Requirements	Ability to work a hybrid pattern (5-10 days per month in Times Square, Bracknell).	Car driver as some travel across the Southeast.
	Willingness to undertake relevant training.	
Personal Attributes	Empathetic, friendly and respectful manner.	
	High attention to detail and accuracy.	
	Proactive and self-motivated.	
	Adaptable to change and flexible in working arrangements.	
	Able to work independently and as part of a distributed team.	
	Commitment to equality, diversity, and inclusion.	
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.	
	We make our values real by demonstrating them in how we behave every day.	

All staff should hold a duty and commitment to always observing the Council's Equality & Dignity at Work policy. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

