

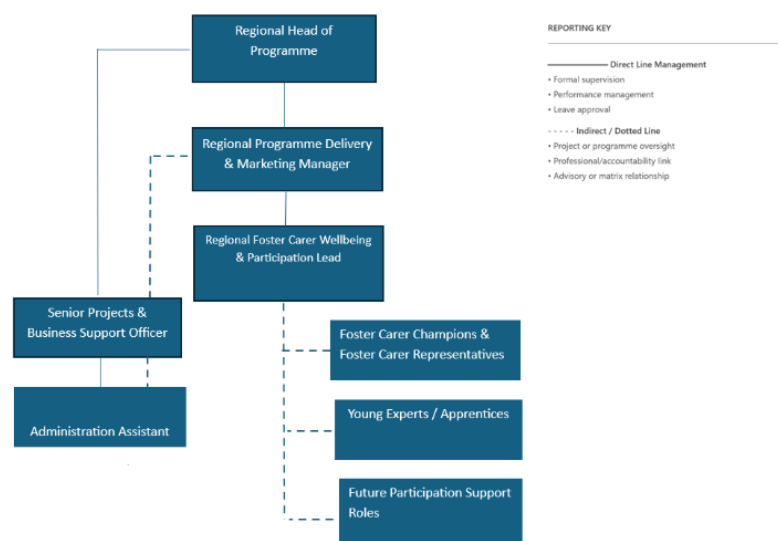
Job description

Job title:	Senior Projects & Business Support Officer– Foster Carer Wellbeing Programme (18 month Fixed Term Contract)		
Directorate:	People	Salary:	£37,563 - £42,123 per year Plus £753 London Weighting
Section:	Children's Social Care	Grade:	BG-G, SCP25-30
Location:	Time Square	Work style:	Hybrid

Key objectives of the role

- Lead operational, governance, and programme coordination activity to ensure the effective delivery of the Wellbeing Project across the Thames Valley and the South East region
- Manage and deliver programme governance processes, including project board meetings, reporting, and governance documentation.
- Coordinate and deliver coaching and wellbeing learning activities for foster carers and programme partners.
- Manage the scheduling and coordination of marketing and communications activity, contributing to content creation and newsletter development to drive awareness and engagement.
- Maintain and actively manage programme documentation, monitoring processes, and administrative systems to support effective delivery.
- Ensure full compliance with information governance requirements, including GDPR and Data Protection Impact Assessments (DPIAs).

Designation of post and position within departmental structure



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Daily and monthly responsibilities

Business Support & Governance (60%)

- Lead the operational and administrative delivery of the Wellbeing Project, ensuring activities are delivered effectively and on time.
- Coordinate programme activity, including scheduling meetings, managing documentation, and driving clear communications.
- Maintain and actively manage programme plans, action logs, and key documentation to ensure progress is tracked and delivered.
- Lead programme governance processes, including the preparation of reports, briefings, and project board papers.
- Own the accuracy and integrity of programme records and documentation.
- Manage programme monitoring and reporting processes, ensuring timely and high-quality outputs.
- Ensure full compliance with programme procedures, administrative standards, and documentation requirements.
- Oversee information governance, including GDPR compliance and Data Protection Impact Assessments (DPIAs).

Coaching & Learning Support (20%)

- Plan and coordinate the delivery of coaching sessions, workshops, and programme learning activities.
- Develop and produce coaching materials and wellbeing resources.
- Lead all logistical arrangements for coaching sessions and learning events.
- Contribute directly to the delivery of wellbeing learning sessions where appropriate.

Marketing & Communications Support (20%)

- Support marketing and communications activity to promote the Wellbeing Project and drive engagement.
- Create and manage marketing materials including newsletters, social posts, and promotional content.
- Manage social media activity and digital communications channels.
- Work collaboratively with the Regional Foster Carer Wellbeing & Participation Programme Lead to deliver programme campaigns.
- Lead engagement initiatives to increase participation across partner authorities.

Stakeholder & Programme Support

- Manage communications with foster carers, partner organisations, and key stakeholders.
- Plan and deliver stakeholder meetings, workshops, and programme events.
- Build and maintain strong, professional relationships with partners and stakeholders to support programme success.

Scope of role

This role supports the operational delivery of a regional partnership programme across multiple local authorities, providing essential administrative, governance and coordination support to the programme delivery team. The post holder will contribute to the successful delivery of programme objectives by coordinating activities, meetings, learning and

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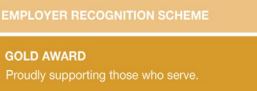


development initiatives, and marketing and engagement activity, ensuring that systems, processes and communications are managed effectively. The role also provides logistical and administrative support to programme coaching, learning and promotional activities, helping to maintain effective partnership working and programme delivery. There are no direct budget management responsibilities associated 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	Experience providing administrative, operational or project support within a programme or organisational environment. Experience supporting governance processes, coordination or operational programme delivery. Experience supporting information governance, GDPR or Data Protection Impact Assessments (DPIAs). Experience organising meetings, events or programme activities. Experience supporting training, coaching or learning activities. Experience supporting marketing, communications or social media activity.	Experience working within children's services, fostering, wellbeing or social care programmes. Experience supporting multi-agency or partnership programmes Experience supporting programme marketing or engagement initiatives.
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Strong organisational and programme coordination skills. Ability to manage multiple responsibilities and priorities. Strong written communication and documentation skills. Ability to support coaching and learning activities. Digital communication and social media skills. Good attention to detail and ability to maintain accurate records. Ability to work collaboratively within a multidisciplinary programme team.	
Work-related Personal Requirements	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Friendly, approachable and professional working style.	

	Ability to build positive relationships with colleagues and stakeholders. Flexible and adaptable approach to work. Commitment to improving outcomes for foster carers and families. Proactive attitude and willingness to support a wide range of programme activities.
Other work requirements	A satisfactory Disclosure and Barring Service check. Car driver as some travels across the SE. This is a hybrid role based between home and the Times Square offices in Bracknell, with an expectation of 5–10 on-site days per month, which includes regular travel across partner local authorities within the South East and London region. There will be an expectation to participate in a 5pm–7pm delivery rota as the programme matures and service delivery expands. The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
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 observing the Council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.