

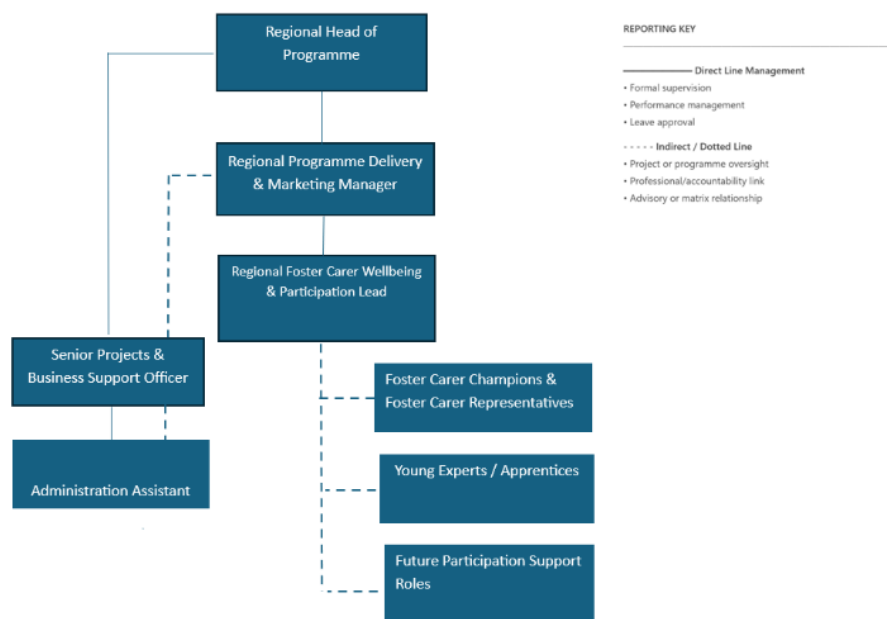
Job description

Job title:	Regional Foster Carer Wellbeing & Participation Programme Lead - 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 and coordinate foster carer wellbeing and engagement initiatives across the Thames Valley and South East region.
- Lead the development and delivery of a regional foster carer participation, voice and wellbeing framework across the South East local authority partnership.
- Establish consistent mechanisms for foster carers to contribute to service development, programme design, evaluation and continuous improvement.
- Lead and deliver regional foster carer forums, engagement events, focus groups, wellbeing workshops and participation activities.
- Develop and oversee a regional network of foster carer representatives, champions and participation contributors.
- Provide matrix leadership, task supervision and practice guidance to foster carer champions, representatives, Young Experts, apprentices, volunteers and any future participation support roles linked to the programme.
- Analyse foster carer feedback, participation data and wellbeing insight to identify regional themes, risks, gaps and improvement opportunities.
- Produce regional insight reports and recommendations for programme governance, partner authorities and senior stakeholders.
- Work collaboratively with local authority fostering services, programme colleagues and partner organisations to strengthen foster carer engagement, wellbeing and retention.
- Support the development of wellbeing resources, peer support opportunities and regional participation standards.
- Contribute to strategic programme planning, monitoring, evaluation and impact reporting..

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. Regional Participation Strategy and Foster Carer Voice — 30%

- Lead the development and implementation of a regional foster carer participation and voice framework.
- Establish consistent participation mechanisms across partner local authorities, including forums, focus groups, listening events, surveys, workshops and representative networks.
- Ensure foster carers have meaningful opportunities to influence regional programme design, delivery and evaluation.
- Develop clear feedback loops so foster carers can see how their views have informed decisions and service improvement.
- Lead the recruitment, development and support of foster carer representatives, champions and participation contributors.
- Promote inclusive participation, ensuring opportunities are accessible to a diverse range of foster carers across the region.
- Identify barriers to engagement and develop approaches to improve participation from underrepresented groups.
- Maintain effective relationships with foster carers across the regional partnership, building trust, credibility and sustained engagement.

2. Wellbeing Programme Development and Delivery — 25%

- Lead the design, coordination and delivery of regional wellbeing activities, workshops, resources and support opportunities.
- Work with foster carers and partner authorities to identify emerging wellbeing needs and regional priorities.
- Develop peer support and networking opportunities that strengthen foster carer resilience, connection and retention.

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- Support the development of wellbeing resources, guidance and tools for foster carers and partner authorities.
- Ensure wellbeing activity is informed by foster carer insight, evidence, participation data and programme evaluation.
- Monitor the effectiveness of wellbeing activity and recommend improvements to programme delivery.
- Contribute to the development of a sustainable regional wellbeing offer for foster carers and their families.

3. Partnership Leadership and Stakeholder Influence — 20%

- Act as the regional subject matter lead for foster carer wellbeing, voice and participation.
- Advise partner local authorities on effective approaches to foster carer engagement, participation, co-production and wellbeing support.
- Build and maintain effective working relationships with fostering services, regional programme colleagues, partner organisations and other stakeholders.
- Represent the programme at meetings, workshops, events, steering groups and regional forums as required.
- Influence programme planning by presenting foster carer insight, participation findings and improvement recommendations to senior stakeholders.
- Support communications and engagement campaigns that raise awareness of programme activity and participation opportunities.
- Work collaboratively with internal and external partners to align regional participation activity with wider fostering service priorities.

4. Insight, Evaluation and Reporting — 15%

- Lead the collection, analysis and reporting of foster carer participation, engagement and wellbeing data.
- Design and maintain feedback mechanisms that capture foster carer views, experiences and outcomes.
- Analyse qualitative and quantitative information to identify themes, risks, gaps and improvement opportunities.
- Produce regional participation and wellbeing insight reports for programme governance, partner authorities and senior managers.
- Translate foster carer feedback into clear recommendations for programme development and service improvement.
- Maintain accurate records of engagement activity, participation outcomes and impact.
- Support programme evaluation by evidencing how foster carer voice has influenced delivery, learning and improvement.

5. Matrix Leadership, Quality Assurance and Programme Coordination — 10%

- Provide matrix leadership, task supervision and practice guidance to foster carer champions, representatives, Young Experts, apprentices, volunteers and future participation support roles.
- Allocate and coordinate participation activity across the regional programme, ensuring clarity of roles, expectations and timescales.
- Quality assure participation and engagement activity to ensure consistency, inclusivity and professional standards.
- Support the development and coordination of new participation-related roles during the pilot phase.
- Work with the Senior Projects & Business Support Officer and Administration Assistant to ensure effective planning, scheduling, communication and reporting.
- Identify delivery risks and escalate issues relating to capacity, quality, engagement or programme impact.
- Contribute to continuous improvement across the regional programme.

Scope of role

This role leads a regional foster carer wellbeing and participation workstream operating across multiple local authorities, with responsibility for developing, implementing and maintaining a regional participation and wellbeing framework. The post holder will ensure that the voice and lived experience of foster carers actively informs programme design, service development, evaluation and continuous improvement across the region. Working within a complex partnership environment, the role provides strategic oversight of participation activity, engagement mechanisms and foster carer representative arrangements, while fostering effective collaboration with local authorities, foster carers, programme colleagues and external stakeholders. The post holder will provide matrix leadership and task supervision to foster carer champions, representatives, Young Experts, apprentices, volunteers and any future participation support roles. The role involves making day-to-day decisions regarding the design, prioritisation and delivery of regional participation and wellbeing initiatives, escalating strategic risks, resource issues and matters requiring senior decision-making to the Regional Programme Delivery & Marketing Manager. While not holding direct budget responsibility, the post holder will contribute to the planning, monitoring and reporting of programme resources associated with participation and wellbeing activities and will work independently within agreed programme objectives, priorities and governance arrangements.

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	Educated to A-Level standard or equivalent relevant experience. Experience leading participation, engagement, wellbeing, service-user voice or community-based activity across multiple teams, services or partner organisations. Experience developing participation, engagement or wellbeing frameworks, processes or service improvement plans. Experience facilitating meetings, workshops, focus groups, forums, engagement events or learning sessions. Experience analysing and presenting qualitative and quantitative information. Experience gathering, interpreting and using feedback from service users, carers, residents or stakeholders to inform service improvement. Experience producing reports, briefings, presentations or recommendations for managers, steering groups, boards or senior stakeholders. Experience building positive and credible relationships with a wide range of stakeholders. Experience supporting, guiding or coordinating staff, volunteers, representatives, lived-experience contributors or project groups. Strong written and verbal communication skills. Good IT skills, including Microsoft Office applications.	Qualification in community engagement, participation, social care, youth work, coaching, project management or a related field. Experience working within fostering, children's services, social care or a local authority environment. Experience working with foster carers, volunteers, lived-experience groups or community representatives. Experience supporting regional partnership programmes or multi-agency projects. Experience developing wellbeing, peer support or resilience-building initiatives. Experience delivering coaching sessions, workshops or facilitated learning interventions. Experience contributing to programme evaluation, impact reporting or service improvement activity.
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 understanding of participation, inclusion, engagement and co-production principles. Ability to lead the development and delivery of regional participation and wellbeing activity.	Knowledge of fostering services, children's services or the wider social care context. Knowledge of foster carer support, wellbeing, retention and participation issues. Understanding of local authority partnership working and regional programme delivery.

	Ability to engage confidently and sensitively with foster carers, colleagues, partner authorities and external stakeholders. Ability to influence stakeholders and communicate effectively across organisational boundaries. Ability to analyse complex feedback, identify themes and translate insight into clear recommendations. Ability to develop practical frameworks, processes and tools that support consistent regional delivery. Strong facilitation and group-work skills. Strong organisational and planning skills, with the ability to manage competing priorities. Ability to work independently, make sound decisions and escalate risks appropriately. Ability to provide matrix leadership, task supervision and practice guidance to representatives, champions, volunteers, apprentices or participation contributors. Ability to maintain accurate records and support monitoring, evaluation and reporting requirements. Ability to produce clear written reports, briefings and presentations. Ability to work collaboratively in a multidisciplinary and regional partnership environment. Commitment to using foster carer voice and lived experience to inform programme development and service improvement.	Understanding of evaluation, impact measurement and continuous improvement methods. Understanding of equality, diversity and inclusion in participation and engagement work.
Work-related Personal Requirements	Friendly, approachable and professional working style. Ability to build trust and credibility with foster carers, colleagues and partner organisations. Confident, proactive and solutions-focused approach. Flexible and adaptable approach to work. Ability to work collaboratively and constructively with a wide range of people. Ability to manage sensitive conversations and handle feedback professionally.	Confidence working in a developing or pilot programme environment. Ability to support change, improvement and new ways of working. Interest in foster carer wellbeing, participation and service-user voice.

Ability to remain calm and organised when managing competing demands.

Commitment to improving outcomes for foster carers and families.

Commitment to equality, diversity, inclusion and meaningful participation.

Positive attitude and willingness to contribute to a developing regional programme.

Ability to represent the programme professionally at meetings, events and regional forums.

Other work requirements

A satisfactory Disclosure and Barring Service check.

Car driver as some travels across the SE.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

This role will require approximately 5–10 days per month working across Bracknell Forest Council, South East partner authorities and London locations.

There will be an expectation to participate in a 5pm–7pm delivery rota as the programme matures and service delivery expands

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.