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| **Job Description** |

**Job Title: Assistant Panel Manager/Advisor Reporting To: Panel Manager**

**Location: Midlands Salary Range: To be discussed.**

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**Role Purpose**

To act as the organisations panel advisor to the Fostering Panel’s and support Agency Decision Making process, quality assure reports presented to panels. Provide communication and liaison between panels and the Senior Leadership / Quality assurance Team’s. To work in partnership with all fostering teams and if required to attend all Panels in the registered regions.

**About By the Bridge**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families. We aim to create an environment where people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is a fun place to be, where people are treated fairly and rewarded well for the work that they do.

**Responsibilities**

* To assist the Panel Manager (in consultation with the panels’ chairpersons) in the appointment, termination and review of members of the fostering panels.
* To be part of the Panel team’s for the induction programme for new panel members.
* To work alongside the Panel manager and in partnership with the panels’ chairpersons, for the panels’ developmental days.
* To be involved, with the panels’ chairpersons, for the performance, monitoring fostering panel’s members.
* To work in partnership and liaise closely with the Panel co-ordinator to ensure that the fostering panels are appropriately administered.
* To monitor and develop standards of social work practice, contributing to the development of procedures, documentation and criteria.
* To assure the quality of papers prepared for panel, ensuring that all relevant papers are available and of the required standard.
* To be a point of reference for the fostering teams in relation to the fostering panels’ policies, procedures and expectations.
* To ensure decisions are communicated to applicants approved foster carers following panel recommendations and agency’s decision maker’s determinations.
* To collate agency fostering statistics and provide the panels with panel reports, updates about the progress of cases considered; panel activity and feedback.

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* To develop policy and procedures for new service developments including consultation with internal staff, external agencies and when appropriate elected members.
* To assist and where appropriate in planning, implementing and informing operational staff and other stakeholders of developments in policy, procedure and practice.
* To be involved in the internal review process for foster parents approvals.
* To be an integral part of the panel team .Meeting either virtually or face to face with the panel co-ordinator /Panel administrator and Panel manager.

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**General Responsibilities**

* To lead by example and uphold and embody our values at all times, ensuring the protection of children is paramount.
* To contribute to organisational development initiatives and support delivery of Insert department best practice.
* To work in accordance with By the Bridge with Cambian policies and procedures.
* To contribute to the culture of By the Bridge with Cambian.
* To uphold and embody our values at all times, ensuring the protection of children is paramount.
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Role Objectives**

* To ensure statutory requirements are met under Fostering Regulations 2011, National Minimum Standards March 2011, The Care Planning, Placement and Case Review (England) Regulations 2010 and Children’s Act 2004.
* To be responsible for liaison between the organisation and the fostering panel.
* To be a point of reference for the fostering teams in relation to the fostering panels’ policies, procedures and expectations.
* To assure the quality of papers prepared for panel, ensuring that all relevant papers are available and of the required standard.
* To ensure that the Fostering Panels undertake reviews of foster parents as required and consistent with regulation and guidance.

**Person Specification**

**Essential**

**Education, Qualifications and Vocational Training**

* CQSW, CSS, DIPSW or equivalent
* Evidence of continued professional development
* Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post.
* Hold a current registration with Social Work England, along with continuous professional development in order to maintain registration.

**Relevant Experience**

* Relevant post qualifying experience e.g. within a fostering and /or adoption service.
* Experience of complex fostering cases and fostering assessments/ placements

**Skills Knowledge**

* The capacity to communicate well with children, young people, foster parents and all other professional staff in connection to the Panel process.
* Skills in monitoring, evaluation and developing service delivery.
* Skills in workload prioritisation.
* The ability to demonstrate a child centred commitment to valuing diversity and respect for other language, religion and culture.
* Ability to offer consultancy to teams and individuals.
* Ability to appraise and develop staff
* Evidence of team work and partnership working.
* I.T. literate.
* A commitment to promoting equality and diversity