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| **Job Description** |

**Job Title:** FosteringRecruitment Officer  **Reporting To:** Assessment Manager

**Location:** North West  **Salary Range:** Negotiable

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**Role Purpose:**

We have an existing opportunity as a Fostering Recruitment Officer within the designated Region. This Role will be pivotal to the Recruitment and Assessment Process ensuring timely responses and home visits to potential fostering households. Reporting into the Fostering Assessment Manager your role will work closely with internal and external stakeholders to fulfil specific responsibilities in relation to foster carer recruitment.

**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 all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an innovative, creative and dynamic organisation, whom thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities**

* Liaise with National Recruitment Manager re potential recruitment events I.e. Needs, Area and Ideas and source potential foster carers to assist with events.
* Attend and Assist Recruitment Events.
* Undertake Enquiries from potential fostering households.
* Undertake Initial Home Visits, inclusive of Health and Safety with in the visit.
* Regular communication and meetings with Fostering Assessment Manager re Initial Home Visits/H&S
* Be the link for the fostering households throughout the assessment process in conjunction with and working closely with the Fostering Recruitment Admin.

**General Responsibilities**

* 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.

**Person Specification**

* Excellent communication skills (verbal and written)
* Excellent Home Visit Report Writing Skills
* Full Driving Licence
* Flexibility to undertake travel to complete home visits and recruitment events.
* Self motivated and able to work independently.
* Able to organise work and manage time effectively to see task through to completion.
* Able to use initiative and demonstrate professionalism and good customer service
* Can demonstrate understanding of working with confidential information
* Ability to process information, with good administration skills
* Competent use of MS Word and Excel
* Team player with positive can do attitude
* Ability to work to deadlines and on occasion under pressure
* Ability to work flexibly according to the needs of the service
* Committed to personal and professional development.
* Flexibility to travel to attend meetings in different regions.

**Safeguarding Children**

Safeguarding Children is central to all that By the Bridge does. As such they must follow the By the Bridge with Cambian reporting procedure if you have any cause to be worried about a child’s well-being. The Carer Recruitment Office will be required to undertake mandatory online safeguarding training within their induction period.

**Working Relationships**

**•** Reporting to the Fostering Assessment Manager.

• Liaison with a range of staff, including Fostering Recruitment Admin, External assessors and Fostering Households.