

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Children Services
<b>SECTION:</b>	GM Fostering Hub
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Hub Recruitment Officer
<b>POST NUMBER:</b>	
<b>Grade:</b>	Grade 5
<b>Accountable to:</b>	Fostering Practice Manager
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**

## **PURPOSE AND OBJECTIVES OF THE JOB**

This is a pivotal role in fostering recruitment and retention, contributing significantly to the well-being of looked-after children across the GM region. The primary focus of this role is to spearhead the recruitment of foster carers and elevate awareness about fostering across Greater Manchester. The post holder will take a lead role in developing, coordinating, and executing comprehensive campaigns aligned with the Hub's recruitment strategy. This involves engaging with potential foster carers, providing guidance throughout the training and assessment process, and fostering a supportive environment for applicants.

The overarching goal is to increase the number of households fostering across GM. The post holder will actively contribute to the ongoing development of the GM Fostering Hub's approach to fostering recruitment, leveraging various communication, and marketing strategies. Additionally, the individual will be responsible for maintaining statistical figures, identifying trends, and producing reports to optimise recruitment levels.

### **Control of Resources**

Personnel

Financial

Equipment/Materials

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

### **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

### **Principal Duties**

1. To support GMCA with the hosting of publicity stands at local community events, carnivals, and open evenings to promote fostering and recruit applicants.
2. To support the implementation national campaigns in collaboration with organizations such as Fostering Network and New Family Social.
3. Improve front door tracking and enquiry management to convert enquiries into approved foster carers. To complete initial visits to prospective foster carers.
4. Develop and implement "keep in touch" and re-targeting marketing tools, such as newsletters and digital communications.
5. Act as a fostering Ambassador within the community, building relationships with potential and existing foster carers, organizations, faith groups, and schools.
6. Collaborate with NW regional Local Authority fostering services, sharing recruitment marketing ideas and best practices.
7. Develop and deliver recruitment and support events to increase the pool of carers and retain existing ones.
8. Undertake market analysis and develop initiatives for incentives and benefits for foster carers.
9. Seek evidence-based best practices and learning about recruitment and retention from colleagues in the sector.
10. Work with young people in group situations to understand their views and make improvements to the strategy.
11. Produce reports and presentations on recruitment and retention activity for a range of audiences. To support in the delivery in foster carer preparation training .
12. Attend and support meetings with internal and external stakeholders to achieve team objectives.
13. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
14. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
15. Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service.
16. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.
17. **NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

**Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Service Director \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Children's Social Care – Provider Services.</b>	<b>Post:</b>	<b>Hub Recruitment Officer</b>
<b>Section :</b>	<b>GM Fostering Hub</b>	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>5</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Foster Care knowledge, do you have and understanding of the Foster Care System ?	<b>E</b>	<b>AF/I</b>
2 Are you willing and able to work in the evenings and at weekends?	<b>E</b>	<b>AF/I</b>
3 Are you prepared to undertake a certain amount of travelling around the borough in the execution of your duties?	<b>E</b>	<b>AF/I</b>
<b>(b) Qualifications and Experience</b>		
4 Do you have a good standard of general education?	<b>E</b>	<b>AF/I</b>
5 Do you have previous experience in recruitment, particularly in the social care sector?	<b>E</b>	<b>AF/I</b>
6 Do you have a high level of experience of working in a customer focussed environment?	<b>E</b>	<b>AF/I</b>
7 Please detail any experience you have in a target based working environment.	<b>E</b>	<b>AF/I</b>
8 Do you have advanced experience in networking/ liaising with internal and external partners creating meaningful and useful working connections?	<b>E</b>	<b>AF/I</b>
<b>(c) Skills and Knowledge</b>		
9 Are you a confident communicator with the ability to liaise at professional level management as well as providing an engaging & welcoming phone line service for enquirers and applicants?	<b>E</b>	<b>AF/I</b>
10 Please detail your ability to manage own workload and meet statutory deadlines.	<b>E</b>	<b>AF/I</b>
11 Please detail your written and verbal communication skills.	<b>E</b>	<b>AF/I</b>
12 Are you highly proficient in utilizing ICT to capture information?	<b>E</b>	<b>AF/I</b>
13 Do you have a can- do attitude and willingness to support Social Work staff ensuring accuracy and delivery of timescales?	<b>E</b>	<b>AF/I</b>
14 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	<b>E</b>	<b>I</b>

Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
<b>(d) Behaviours and Values</b>		
<p>15 Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversity of the borough</li> <li>• Pioneering and open in our approach</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	A/F/I