

JOB DESCRIPTION

Job Title: Agency Decision Maker - Fostering

Accountable to: The Board of Trustees, Director of Adoption and Fostering and CEO

The post holder is accountable to the **Board of Trustees, Director of Adoption and Fostering and the CEO** for all aspects of their work.

The Job Description is a picture of the responsibilities and duties (in no particular order or priority) required to be carried out by an individual to fulfil the requirements of the post.

MAIN RESPONSIBILITIES: -

- To act as Agency Decision Maker (ADM) for the Agency to the Fostering Panels in accordance with the Fostering Regulations and National Minimum Standards.
- To make timely decisions regarding the approval, review of the approval and de-registration of Foster Parents on behalf of the Agency.
- To have discussions, when necessary, with the Panel Chairs and/or senior staff in relation to a specific case
- To meet with senior staff from the agency on a regular basis to discuss any specific or thematic practice or development issues that should be considered by the Agency.
- To contribute to annual appraisals of Fostering Panel Chairs.
- To undertake an annual observation of the Fostering Panel as part of Quality Assuring the work of the panel.
- To undertake any other duties appropriate to this post.

GENERAL RESPONSIBILITIES: -

- To adhere to, at all times the objectives of the Charity's mission statement and ethos.
- To provide services in accordance with the Charity's policies and team objectives to the benefit of all stakeholders (i.e. service users, children, prospective adopters, adoptive parents, customers, suppliers, staff, volunteers etc.), using personal skills, experience and knowledge.
- To identify and respond to the needs of the Charity's stakeholders, working in a flexible manner to meet the needs of the service.
- To provide professional expertise in order to maintain and improve the efficiency and the quality of service of the Charity.
- To work in an anti-discriminatory manner in all aspects of the post on behalf of the Charity and to understand and comply with the Charity's Equal Opportunities Policy.
- To maintain confidentiality at all times in line with the Charity's Confidentiality Policies and Procedures and adhering to confidentiality and data protection legislation.
- To comply at all times with the Charity's Safeguarding and Health and Safety Policies and Procedures.
- To undertake any other related duties as may be required by the Charity.

This Job Description is correct at the date it is signed but the responsibilities of the post may be reviewed and varied by the Leadership Team in consultation with the post holder, providing the overall character of the post is maintained.

I confirm that I have read and understood the responsibilities required of me to fulfil the requirement of the post.

Name:

Signed:

Date:

At all times during the employment conform to the security measures of the Data Protection Act 1998, the General Data Protection Regulation (GDPR) 2018 and to the safety of self and others in relation to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005.