**Fostering Friendly Employers**

The Fostering Network’s Fostering Friendly employers scheme offers businesses of any size a chance to make a difference for foster carers and the children they care for in their local communities and improve support for their own employees at the same time.

Today, there are over 70,000 children living with almost 56,000 foster families across the UK. Every year thousands of new foster families are needed.

Nearly 40 per cent of foster carers combine their vital caring role with other work. Those who do say that a supportive employer can make all the difference, enabling them to balance employment with looking after children.

Our Fostering Friendly scheme helps employers to support and recognise the roles of their employees who foster. Members agree to put in place a fostering friendly HR policy for all their foster carer employees, offering flexible working and paid time off for training and settling a new child into their home. They also help promote and celebrate foster care by taking part in Foster Care Fortnight, the UK’s largest fostering awareness campaign.

The scheme has over 50 members from local authority and independent fostering services, to employers in the health, finance, sport, and education sectors. We have many more applicants in the pipeline including some major employers.

We have set out a three-year strategy to grow the scheme and establish income generating partnerships with its members. We aim to improve our offer to employers, increase recruitment of members, build relationships at corporate and employee level and engage them in our fundraising activities.

The Fostering Friendly partnerships officer will be central to our strategy’s success and will have a real opportunity to make a difference for foster families across the UK.

Job Description

|  |  |
| --- | --- |
| Job title | Fostering Friendly Partnerships Officer |
| Accountable to | Head of Fundraising |
| Objectives | * Working with the Head of Fundraising, deliver growth in our corporate and community-based fundraising to maximise income * Working with the communications and marketing teams, ensure that the organisation’s fundraising activity, messaging and call to action reaches our members, current and new supporters. |
| Hours per week | 36 |
| Location | Flexible |
| Status | Permanent |
| Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families) | No |

## Responsibilities and accountabilities

1. Support the Head of Fundraising in the delivery of the Fostering Friendly growth strategy to reach annual targets for new Fostering Friendly employers, Fostering Friendly employers converted to fundraising supporters and income raised.
2. Build relationships and maintain communication with The Fostering Network’s current and potential corporate and community based supporters to achieve growth in and increased engagement of the organisation’s supporter base.
3. Supported by the Head of Fundraising, develop and deliver fundraising events, activities and offers that inspire and engage supporters.
4. Work with the marketing and communications teams to develop fundraising materials and communications that adhere to the charity’s brand guidelines and key messages.
5. Working with the communications team, provide creative input into fundraising aspects of the magazine, e-news, website, social media and other communications channels.
6. Liaise with the People and Culture team to ensure best practice support for Fostering Friendly employers’ HR teams and employee support programmes
7. Work with teams across the organisation to ensure partners and supporters have the most up to date information about fostering
8. Input, maintain and extract relevant data on the charity’s database accurately and consistently to support fundraising administration and management

## Management

## None

## Budget

None

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## Knowledge and Experience

## Essential

1. A successful track record in a fundraising capacity, generating income from corporate, community, or event based fundraising sources or broader fundraising experience that includes a significant element of at least one of these fundraising strands.
2. Experience of creating and delivering successful fundraising activities, events or offers.
3. Experience of running a range of activities and events to deadline and within budget.
4. Experience of account management for partners or supporting organisations

## Desirable

1. An understanding of communications principles and channels, including the use of digital and social media
2. An understanding of issues affecting children in public care and of current issues in foster care

## Skills and Abilities

## Essential

1. Good verbal and written communications skills, with the ability to communicate complex issues simply and effectively
2. Good interpersonal skills, with the ability to deal confidently with a range of people at all levels
3. Excellent planning and organisational skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines
4. Ability to work as part of a team. A positive ‘can-do’ attitude that will enthuse prospective and current supporters, colleagues and volunteers.
5. Ability to work on own initiative and as part of a team, delivering projects to a high standard.

## Desirable

1. Budget monitoring skills.

**Attitudes**

**Essential**

1. Awareness of equalities issues and commitment to anti-discriminatory policies and practice
2. Prepared to work flexible hours
3. Prepared to travel within the UK on occasions and with adequate notice.

## 

## Additional Information

**Pay and conditions of service**

|  |  |
| --- | --- |
| Band | The Fostering Network Band 5 |
| Salary | £22,138 - £35,318 |
| Annual Leave | 25 Days plus five The Fostering Network days |
| Probationary period | Six calendar months. |
| Notice period | Six working weeks  One week during probationary period. |
| Hours of work | 36 per week |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:  Employee contribution is 3% of gross annual salary  Employer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite and members of staff can join if they wish. |