

# Role Profile

## Project Worker, Fostering Kinship Support

### Role Details:

<b>Department:</b>	Northern Ireland and Practice	<b>Team:</b>	Northern Ireland
<b>Reports to:</b>	Assistant Director, Northern Ireland	<b>Responsible for:</b>	N/A
<b>Contract:</b>	Permanent	<b>Hours:</b>	Full time, 35 hours per week
<b>Salary Range<sup>1</sup>:</b> (+ London weighting added if eligible)	£32,000-37,000	<b>Salary Band:</b>	Band G
<b>Base Location:</b> (London, Cardiff, Belfast, Glasgow or home)	We offer hybrid working and we have an office in Belfast. The successful candidate must be able to travel to the Belfast office as needed as well as attend events and activities across Northern Ireland.	<b>DBS Check Required?</b>	Yes – Access NI check required
<b>Budget Holder?</b>	Not responsible for budget but supports with budget oversight	<b>Policy Owner?</b>	No

### Core Purpose:

The Project Coordinator will oversee the development and delivery of the Fostering Kinship Support project across Northern Ireland, which supports children, young people, kinship foster carers and whole kinship families. They will support project staff to delivery training, nurture-based activities, learning programmes and family activities, as well as providing quality delivery themselves. Fostering Kinship Support is a regional programme working across Northern Ireland, collaborating with voluntary and statutory agencies to embed and develop the programme. The project coordinator would hold relationships with key stakeholders, encourage participation and coordinate delivery of the programme in line with project aims and objectives.

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<sup>1</sup> Please note our policy is to offer at the bottom of the salary band for new starters.

## Primary Objectives:

- Oversee and ensure effective implementation of the project across Northern Ireland
- Build and maintain relationships with kinship fostering families, statutory services, voluntary services, community groups and other key stakeholders
- Coordinate and support programme delivery for children, young people, kinship carers and their wider communities
- Ensure programme aims and objectives are met, evaluating and monitoring the programme efficiently
- Ensure young people in the scheme are appropriately safeguarded and that child protection policies and procedures are implemented

## Responsibilities:

1. To build relationships with kinship fostering families, the steering group for the project, statutory services, voluntary services, community groups and other key stakeholders, to ensure effective implementation of the project across Northern Ireland
2. Oversee and support the delivery of life skills workshops and training to support the personal development of young people in kinship care and their kinship foster carers, including pre and post engagement support
3. Work within a family context to help develop the confidence of kinship foster carers by identifying any gaps in their knowledge and skills and assist/enable them to access appropriate training, support and activities
4. Develop programmes of activity which project staff will deliver, facilitating the active participation of children, young people and kinship foster carers in the planning, development and implementation
5. Gather a wide range of evaluation data for monitoring and evaluation purposes, report on outcomes, report to funders, prepare reports for Lead Managers, SLT and Trustees and support the Assistant Director for Northern Ireland to oversee programme income and expenditure
6. Ensure that staff and volunteers within the programme are up to date with Access NI requirements, are effectively trained and that there are robust processes in place to adhere with The Fostering Network's safeguarding policy

## Team Working:

- Work closely with the Assistant Director for Northern Ireland, the Head of Step Up Step Down and their teams to ensure that plans and priorities align with wider organisational plans and strategies
- Effectively represent the team and actively contribute at internal meetings and external events
- Understand and adhere to The Fostering Network's policies and practices

- Engage with and demonstrate commitment to The Fostering Network’s mission, vision, values and strategy
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
- Take a relationship-based approach to your work, understanding that creating positive relationships with our internal and external stakeholders is central to achieving our objectives
- Undertake any other duties appropriate to the level in accordance with agreed procedures and guidelines.

## Main Stakeholders

In addition to their immediate team, this role-holder will particularly work with:

Internal	External
<ul style="list-style-type: none"> <li>- Northern Ireland staff team</li> <li>- Step Up Step Down team</li> <li>- Participation partner</li> <li>- Practice Club colleagues</li> <li>- Comms, marketing and policy team</li> </ul>	<ul style="list-style-type: none"> <li>- The 5 Health and Social Care Trusts in NI</li> <li>- Other community and voluntary organisations in NI</li> </ul>

## What we’re looking for:

### Essential Knowledge, Experience & Qualifications

- Third level qualification in youth work, sociology, psychology, community work, social work or equivalent
- Minimum of three year’s experience actively supporting children, young people, parents and /or carers
- Knowledge and experience of developing and delivering programmes, training, information and support
- Experience of project management including supervision and the use of computers to gather and analyse project and evaluation data together with a working knowledge of Microsoft Office software
- Knowledge and experience of encouraging the engagement and participation of families in accessing support services
- Experience of handling confidential information in a professional manner
- Experience of supporting, representing or advocating for others

### Essential Skills & Attitudes

- Commitment to maintaining the confidentiality of information held by The Fostering Network
- Commitment to Equality, Diversity and Inclusion
- Commitment to The Fostering Network’s mission, vision and values
- Excellent written, oral and digital communication skills
- Self-motivated with the ability to, problem-solve, prioritise, plan and undertake work in an effective manner
- Ability to work effectively within a team by demonstrating cooperation and flexibility

- Ability to work with children and their carers in a sensitive and empathetic manner
- Access to a vehicle, the capacity to travel throughout Northern Ireland and willingness to work flexibly which may at times include evenings and weekends

### **Desirable**

- Care experienced and/or lived experience of foster care
- Knowledge of foster care services, trauma-informed approaches and issues relating to looked after children