

## Role Profile

### Programme Officer, Fostering Kinship Support

#### Role Details:

<b>Department:</b>	Northern Ireland and Practice	<b>Team:</b>	Northern Ireland
<b>Reports to:</b>	Project Coordinator, Fostering Kinship Support	<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>: (+ London weighting added if eligible)</b>	£27,405 - £32,480	<b>Salary Band:</b>	Band H
<b>Base Location: Belfast</b>	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>	No	<b>Policy Owner?</b>	No

#### Core Purpose:

The Programme Officer will work with the Fostering Kinship Support Project Co-ordinator to support children, young people, kinship foster carers and the wider kinship family group through delivery of training, nurture-based activities, learning programmes and family activities. Fostering Kinship Support, funded by the National Lottery is a regional programme, and as such the post-holder will work across Northern Ireland, collaborating with voluntary and statutory agencies to embed and develop the programme. The Programme Officer will work to develop and maintain relationships with key stakeholders, encourage participation and support quality delivery of the programme in line with project aims and objectives.

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

## **Primary Objectives:**

- Ensure effective project delivery of the project across Northern Ireland, with children, young people, kinship carers and their wider communities in line with funders' requirements and organisational priorities
- Build and maintain relationships with kinship fostering families, statutory services, education providers, voluntary services, community groups and other key stakeholders
- Report on impact through collecting and analysing data for evaluation and monitoring purposes
- Ensure delivery of programme aims and objectives by carrying out high quality analysis of stakeholder need and feedback
- 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. 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. Enable kinship carers to access appropriate training, support and activities to build their skills, responsiveness and knowledge base
4. Deliver programmes of activity, facilitating the active participation of children, young people and kinship foster carers
5. Gather feedback and data to support the project coordinator with evaluation and monitoring of the project
6. Share good practice with colleagues across The Fostering Network and other organisations to inform the development of excellent support and practice delivery within the project

## **Team Working:**

- Work closely with colleagues across Northern Ireland and projects across The Fostering Network to share learning, good practice and helpful ideas
- 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 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 UK team</li> <li>- Participation partner</li> <li>- Practice Club colleagues</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> <li>- Kinship foster carers</li> <li>- Children and young people in kinship foster care</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 one year's experience actively supporting children and young people.
- Knowledge and experience of delivering programmes, training, information and support
- Experience of project delivery including the use of computers to gather and analyse project and evaluation data together with a working knowledge of Office 365
- 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 and the capacity to travel throughout Northern Ireland

### 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