



## We're looking for a new Practice Manager!

We are looking for a dynamic individual to join our Lincolnshire Team. If you think you've got what it takes, please get in touch at [hr@affinityfostering.com](mailto:hr@affinityfostering.com)

<b>Responsible to:</b>	Responsible Individual/Registered Manager /Director of Affinity Fostering Services Ltd
<b>Job Summary:</b>	To ensure the continued outstanding practice and business performance of Affinity Fostering Services Ltd.
<b>Location:</b>	Field Based/ Regular Office days necessary.
<b>Office Location:</b>	Market Square, Boston Lincolnshire Site Visits to Head Office – Ingatestone as required
<b>Position Duration:</b>	Permanent/Full Time
<b>DBS Requirement:</b>	Enhanced Level
<b>Professional Body Registration:</b>	Social Work England

**Affinity Fostering** acknowledges the duty of care to **safeguard** and promote the welfare of children and is committed to ensuring **safeguarding** practice reflects statutory responsibilities, government guidance and complies with best practice and OFSTED requirements.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any protected criteria.

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### General Purpose

First line management responsibility for individuals within the Fostering Team along with additional responsibilities as appropriate.

This includes Supervising Social Workers, overseeing the Supervision and Support of Foster Carers and those working directly with children and young people cared for by Affinity to maintain placement stability.

The Practice Manager is primarily concerned with ensuring high quality standards and compliance are achieved throughout the organisation, including regular auditing to ensure there is no gaps in compliance.

The Practice Manager will be accountable to the Registered Manager for the effective management and development of Affinity Fostering, which includes:

- i) Direct responsibility for the Social Work Team ensuring all requirements as per National Minimum Standards, Legislation, regulations, and OFSTED are achieved and excelled.
- ii) To manage practice issues and raise ALL safeguarding concerns to the Registered Manager immediately.
- ii) Allocation of resources and overall joint responsibility for the performance and practice of the Team.
- iii) Ensuring all work undertaken complies with Affinity's policies and procedures and that statutory obligations are met.
- iv) To act as Deputy Designated Safeguarding Officer in the absence of the Registered Manager.

The Practice Manager's primary responsibility is for promoting and safeguarding the welfare of the children / young people / adults at risk who they are responsible for, or whom they encounter.

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### **Principle Accountabilities**

1. To ensure deployment of staff and resources allow Affinity to maintain an effective and efficient service in accordance with statutory and organisational policy, practice and guidelines.
2. To deputise as required for the Registered Manager.
3. To be responsible for keeping abreast of national and local developments, which may affect policy and procedure and implement appropriate changes within the Affinity, in consultation with the Registered Manager. To ensure that Affinity Fostering comply with all legislation that regulates the agency.
4. To work within and actively promote Affinity's Equality and Diversity, Safeguarding and Health & Safety Policies within day-to-day duties and performance.
5. To hold a small case load of Foster Carers ensuring all legislative and company requirements are met.
6. Supervising staff, including students and newly qualified through their ASYE. Monitoring staff performance and identifying and ensuring development needs are recognised and responded to and involvement in Recruitment, selection and induction of new team members.
7. To support Supervising Social Workers in any extended period of absence in order to support their Fostering Households and/or to support complex cases – i.e. attending strategy meetings and supporting with communication with LADO's and Ofsted where necessary.

8. Managing staff matters in the first instance and reporting issues and actions to the Registered Manager and HR Manager. i.e. discipline grievance, and capability procedures.
9. Co-ordinating leave and training arrangements within the team to ensure that the continuity of service can be maintained.
10. To take delegated responsibility for implementing standards and priorities and to contribute to the planning and review of processes and systems, including all policies in order to maintain quality standards.
11. To contribute to the effective management of Affinity and be jointly responsible for allocating and prioritising work to the team. Taking appropriate decisions in consultation with the Registered Manager in order to meet objectives.
12. Ensure effective co-ordination of resources provided by Affinity to ensure the most effective care and efficient use of finances produce positive outcomes.
13. To contribute to the Senior Management Team in reviewing and developing the service. To undertake projects and other pieces of work as required in achieving this aim.
14. To identify and participate in development activities and attend regular meetings with the Senior Management Team.
15. To contribute to decision-making which affect the day- to-day delivery of the service within the organisation.
16. In discussion with the Registered Manager to manage any initial complaints to level one.
17. To sit as Panel Advisor on Panel Meetings considering Form F Applications, Annual Household Reviews, and other matters.
18. Ensuring all records, plans and procedures and any other data are kept up-to-date and compliant within the Company's Fostering Database record management system. Undertake regular audits on Social workers files.
19. To work collaboratively with the Head of Business Services to ensure the confidentiality of client information in respect of the Data Protection Act, specifically ensuring compliance with the GDPR Regulations 2018, and Affinity Policies and Protocols.
20. Assist in preparation for inspections and during the inspection process. Support the Registered Manager in the implementation of any actions required or recommended as a outcome of the inspection.
21. To facilitate the joint AFS and Independent Social Workers/Reviewing Officers consultation groups.
22. To promote positive relationships between Affinity Fostering, service users and all professional bodies and supporting agencies.
23. To monitor and ensure the effective use of communication systems including IT systems are shared with the Head of Business Services who has overall responsibility for maintaining the infrastructure of the organisation.

24. To provide Management Back up according to Duty Rota to support and advise the on call Social Worker.
25. To produce information as required by the Responsible Individual, Directors of Affinity Fostering and the Regulatory Authority
26. The roles and tasks within the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this role and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.
27. Duties will be as set out in the above job description but please note that Affinity reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.
28. Any changes identified as necessary will be considered in consultation.

## PERSON SPECIFICATION

<b>Qualifications / Experience/Knowledge</b>		<b>Method of Assessment</b>
Relevant professional qualification in social work, either Dip SW or equivalent	Essential	Certificates
Minimum <b>5 years'</b> experience of working within the Fostering sector.	Essential	Application/Interview
Minimum of <b>3 years'</b> experience within a Senior Fostering Social Worker role.	Essential	Application/Interview
Completion of relevant ILM or Equivalent qualification in leadership and management Level 3 or above. This will need to be undertaken if the successful candidate does not already hold this qualification.	Desirable	Application/Interview
A working knowledge of any relevant legislation pertinent to the role including the Children Act 1989, 2004, National Minimum Standards and Fostering Regulations 2011.  A good knowledge and understanding of Child Protection/Safeguarding Policies and Procedures.	Essential	Initial Application/Interview
A good understanding of issues faced by Independent Fostering Agencies.	Essential	Application /Interview
A good knowledge of OSTED requirements, Schedule 7 Notifications, Regulation 35 reports, Inspection Framework	Essential	Application/Interview
Ability to evidence appropriate experience of effective people management i.e. application of appropriate procedures and delegated decision making within the personnel processes and procedures. Supervision of other staff members.	Essential	Application /Interview
Ability to evidence the successful completion of a project including the planning and management of the project.	Desirable	Application/Interview
Experience of working in partnership with other agencies and service users.	Essential	Application/Interview

Experience of assessing service users' needs and delivering/matching services appropriately.	Essential	Application/Interview
Commitment to providing an effective and professional service.	Essential	Application/Interview
Ability to maintain a healthy, safe and productive working environment.	Essential	Application/Interview
Experience of chairing meetings	Desirable	Application /Interview

### **Managing Resources**

Ability to manage tasks and to plan and prioritise within resource constraints.	Essential	Application/Interview
Ability to manage resources including staff and budgets.	Essential	Application/Interview
Ability to work in partnership with Service Users, Carers and other agencies.	Essential	Application/Interview
Objectivity and Resourcefulness.	Essential	Application/Interview

### **Managing People**

Ability to motivate, manage a team of people to achieve Affinity's objectives.	Essential	Application/Interview
Ability to effectively manage staff undertaking statutory work, including development and performance issues	Essential	Application/Interview
Evidence of a commitment to team working. Evidence of relevant training and development including a commitment to continued professional development.	Essential	Application/Interview
Evidence of developing effective and productive working relationships.	Essential	Application/Interview

### **Managing Information**

Demonstrate ability to use information to take critical decisions.	Essential	Application/Interview
Experience of using meetings effectively to share/ gather information.	Essential	Application/Interview
Experience of use of IT including Microsoft office/windows applications.	Essential	Application/Interview
Knowledge or experience of using bespoke fostering CHARMS database	Desirable	Application/Interview
Demonstrate effective communication skills.	Essential	Application/Interview

### **Managing Quality**

Demonstrate an ability to organise, monitor, measure and review staff performance.	Essential	Application/Interview
Demonstrate a commitment to managing continuous monitoring Quality Assurance and improvement.	Essential	Application/Interview

<b>Other Relevant Requirements</b>		
Membership of Social Work England	Essential	Application/Interview
Full current driving licence	Essential	Application/ Interview
Enhanced DBS disclosure	Essential	Application Form/ Interview
Management Qualification	Desirable	Application Form /Interview
Satisfactory references	Essential	Application Form/ Interview

*Affinity Fostering Services Limited is determined at all times during its recruitment and on-going retention of personnel to 'Keeping children and young people safe' in line with a strong commitment to achieving equality of opportunity in both the service it provides and the employment of all its staff and those that undertake work on behalf of Affinity and expects all employees to promote this policy throughout their work.*

Please send your covering letter and CV to Nikita at [hr@affinityfostering.com](mailto:hr@affinityfostering.com)