

**Role Title: Fostering Recruitment Officer**

**Salary: Level 3**

**Location: Sir Henry Mitchell House, Bradford**

**Report to: Fostering Team Manager**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

## Job Overview

The Fostering Recruitment Officer will arrange and co-lead on foster carer recruitment activities in the community and co-lead in taking initial telephone fostering enquires from the public. The post is directly linked to the need for the Trust to increase the number of internal mainstream foster carers, reducing the reliance on external providers.

A high degree of administration is needed. Recording on spreadsheets, the Childrens Social Services database and collecting monthly statistics that are provided to Fostering Management.

Excellent interpersonal skills are needed as you will be conversing with the public daily. Weekends and occasional evenings work will be required.





## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Education

G.C.S.E (or equivalent) Mathematics grade C and English grade C

### Experience

Experience – minimum of 2 years' experience of working with children and young people and parents.

Experience in office administration.

### Special Conditions

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate).

The post holder is required to have a useable car available at all times or as advised by the line manager. The post is designated Casual Class 1 Car User status for the better performance of the duties for which the HMRC rate is payable.



## ***Safeguarding Responsibilities***

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.*

*We are an equal opportunities employer.*

