

**PERSON SPECIFICATION FOR THE POST OF  
REGISTERED MANAGER (FOSTERING)**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> <li>◆ A recognised Social Work Qualification</li> <li>◆ Management qualification equivalent to level 5 or above</li> <li>◆ Current Registration as Registered Manager - Ability to satisfy Ofsted as a Registered Manager (Fostering Regulations 2011)</li> <li>◆ Registration with the Health &amp; Care Professions Council (HCPC)</li> </ul>		CV and Application Documentation
Skills	<ul style="list-style-type: none"> <li>◆ Strong leadership skills to implement the vision and strategy of the agency</li> <li>◆ Competent IT skills</li> <li>◆ Ability to communicate clearly in writing and verbally</li> </ul>	Budgeting and financial control capabilities	CV/ Application and interview
Knowledge	<ul style="list-style-type: none"> <li>◆ Knowledge of Child Care legislation including Safeguarding procedures</li> <li>◆ Working knowledge of Ofsted, National Minimum Standards for Fostering services and Fostering Services Regulations</li> </ul>		CV / Application and interview

<p>Experience</p>	<ul style="list-style-type: none"> <li>◆ 2 years experience of fostering (in last 5 years)</li> <li>◆ Proven staff management experience and leadership skills including recruitment, supervision, monitoring and disciplinary.</li> <li>◆ Experience of participation in Panel as panel member or advisor</li> <li>◆ 1 years experience of supervising and managing professional staff</li> <li>◆ Experience of developing and implementing new initiatives</li> <li>◆ Experience of chairing meetings</li> <li>◆ Experience of Inter-Agency working and negotiating and making placements with Local Authorities</li> <li>◆ Experience of working to a Business Plan / Service Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of setting up administrative systems</li> <li>◆ Experience of creating Business Plans</li> <li>◆ Experience of training carers</li> <li>◆ Experience of designing training materials, courses and presentations</li> </ul>	<p>CV / Application and interview</p>
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Special Conditions	<ul style="list-style-type: none"> <li>◆ Some flexibility regarding hours including evenings and weekends</li> <li>◆ Must hold a full UK Driving Licence and have the use of a car for work purposes</li> </ul>		CV/ Application and interview
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**Note for Applicants:** Please try to show in your Cover Letter and CV how you meet these requirements as this will be used for shortlisting purposes.