

Job Description

Post Title: Foster Carer Training Coordinator A4914

Evaluation: 479 Points **Grade: N6**

Responsible to: Team Manager

Responsible for: N/A

Job Purpose: To develop, alongside our pre-existing programme, an extensive programme of training for our foster carers, which is varied and in line with current guidance.
To coordinate and assist with the development and presentation of training for foster carers.

Main Duties:

The following is typical of the duties of the postholder and will be expected to perform it is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Lead on developing and delivering an annual foster carer training programme, special events and projects within the fostering service, community and others as appropriate.
2. Plan, manage and oversee the training portfolio for foster carers, ensuring key learning objectives are aligned to national standards.
3. Provide pro-active support to the fostering service in the application of recruitment and retention of foster carers, providing access to learning resources, advice, guidance, coaching and mentoring in line with the council's expectation regarding principles good parenting and wellbeing.
4. To maximise the use and potential of e-learning including the iLearn programme to deliver agreed learning outcomes.
5. Work closely with the leadership team to oversee a plan to improve service levels in the fostering training, and report on key activities to meet targets.
6. Establish and maintain strong and productive relationships with key stakeholders ensuring that the service requirements for foster carers are understood, communicated effectively to a variety of audiences, and are incorporated into a framework of best practice.
7. Act as a key liaison with foster carer groups to develop the service and promote the involvement of Foster Carers within their training pathway.
8. To design and support the delivery of a range of activities and interventions to increase foster carer engagement levels across the council and associated organisations, in line with service requirements.

9. Identify opportunities for promote new and efficient ways of working, engaging with and securing key stakeholders.
10. Ensure high level of customer experience and content delivery.
11. To be committed to personal development and keep up to date with changes in learning and organisational development practice, including the use of technology to support learning.
12. To promote and implement the council's Equality Policy in all aspects of employment and service delivery.