

Job Description

**For HR
use only**

Vacancy Ref No: DBS0436

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| Directorate | HECS |
| Service and Team | Fostering Service |
| Post Title | Recruitment and Engagement Officer |
| Grade | 6 |
| Reports to | Team Manager Fostering Service. |
| Responsible for (employees or equivalent) | None |
| Job Purpose | |
| <p>To lead on marketing and recruitment of new carers and work with the regional hub 'Foster with North East'.</p> <p>The post holder will ensure they have good oversight of all recruitment and marketing activity and provide data to analyse success</p> <p>The post holder will support overall development in this area of the service, supporting reviewing/implementing new processes and undertaking audit activity to guide us on what we can be doing even better.</p> | |
| Job Content | |
| <ul style="list-style-type: none">• To lead on the recruitment and marketing to ensure we get high quality and committed Foster Carers to meet the needs of children in care in North Tyneside.• To oversee and co ordinate attendance at different recruitment events, working closely and taking lead with 'Foster for North East'.• Promote recruitment events, and create content on the Fostering Service social media channels such as Facebook and twitter etc• To undertake initial assessments within set timescales• To work within budget constraints and seek value for money in all activities• Follow up on all enquires and offer advice alongside support to prospective | |

carers through the application process.

- To evaluate the success of marketing campaigns, promotional material, web-based activity etc.
- To keep updated records, support with data analysis alongside the implementation of our recruitment and marketing strategy.
- To provide quarterly reports on activity to senior management
- To work closely with prospective foster carers, the Fostering Service alongside the communication team.
- To keep up to date of fostering trends both nationally and within the North East to enable up to date activities to recruit foster carers

Climate Change Values and Behaviours

- We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling
- We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services

Equality, Diversity and Inclusion Values and Behaviours

- We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

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| Working Conditions | Office based, however ability to manage own workload and work flexibly in other places and within hours to fit needs of prospective Foster Carers. |
| Working Requirements and Arrangements | 22.2 hours per week – 3 days |
| Physical Requirements e.g. driving, lifting, and handling | Must be able to meet the travel requirements of the post. |
| DBS and Safeguarding Checks required | Enhanced DBS |
| Responsibility for Safeguarding | Post holder will have responsibility for safeguarding children and |

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| or extent of contact with children, young people and/or adults at risk of harm. | adults within this role. |
| Politically Restricted | No |

Person Specification

| Job Criteria | | |
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| Factor | Essential | Assessment method |
| Knowledge | <p>Some knowledge of working within a statutory service</p> <p>Knowledge of children looked after and care needs</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| Qualifications and Training including Professional Registrations | <p>A willingness to undertake training and professional development as required by the service.</p> | <p>Application form</p> <p>Documentary Evidence</p> |
| Skills & Experience | <p>Good relationship skills with service users and professionals</p> <p>The ability to maintain confidentiality.</p> <p>To use excellent written and verbal communication</p> <p>Time management skills</p> <p>To be self-motivated and creative to work with flexibly as required.</p> <p>Ability to prioritise work and meet deadlines.</p> <p>Multi-disciplinary working</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |

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| | <p>Ability to monitor an evaluate.</p> <p>Ability to use IT equipment with confidence.</p> <p>Ability to use social media.</p> <p>Knowledge of the role of foster carers</p> <p>Knowledge of the work of children's social care</p> | |
| Our Values | <ul style="list-style-type: none"> • • • • <p>For Money</p> | <p>We Listen</p> <p>We Care</p> <p>We Are Ambitious</p> <p>We Are Good Value</p> |
| Special requirements | | |
| Factor | Essential | Assessment method |
| Occupational Requirements under the Equality Act 2010 | | |
| Factor | Desirable | Assessment method |
| | <p>Working with foster carers/ SSW experience</p> <p>Working within a child protection/ safeguarding arena</p> | <p>Application form</p> <p>Interview</p> <p>References</p> |

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT and insurance documentation.