

# Role Profile

## Fosterline Advisor

### Role Details:

<b>Department:</b>	Practice	<b>Team:</b>	Fosterline England
<b>Reports to:</b>	Fosterline Coordinator	<b>Responsible for:</b>	N/A
<b>Contract:</b>	Permanent Note: Fosterline is funded by the Department for Education and has been in place since 2006. The Fostering Network has secured the contract to deliver Fosterline until 30 September 2025 (with the possibility of extension to 30 September 2026). We expect funding for Fosterline to continue beyond 2026 whether that is under the same or a new provider	<b>Hours:</b>	21 hours per week. The current hours required are 9am – 5pm, Monday Tuesday and Wednesday
<b>Salary Range<sup>1</sup>: (+ London weighting added if eligible)</b>	£32,000 - £37,000 per annum (pro rata). <i>Please note: appointments are usually made at the bottom of the scale</i>	<b>Salary Band:</b>	Band G
<b>Base Location: (London, Cardiff, Belfast, Glasgow or home)</b>	Home-based	<b>DBS Check Required?</b>	Yes
<b>Budget Holder?</b>	N/A	<b>Policy Owner?</b>	N/A

### Core Purpose:

- To provide independent advice, information and support to current and prospective foster carers in England. To provide advice to professional queries from fostering services as agreed with the DFE.
- Through doing so, to contribute to the effective delivery of The Fosterline Service, a free, national independent advice service, funded by the Department for Education, that offers support to both current and prospective foster carers and the fostering community.

<sup>1</sup> Please note our policy is to offer at the bottom of the salary band for new starters.

## Primary Objectives:

- To provide independent advice, information and support to current and prospective foster carers in England.
- Through doing so, to contribute to the effective delivery of The Fosterline Service, a free, national independent advice service, funded by the Department for Education, that offers support to both current and prospective foster carers.

## Responsibilities:

- To provide impartial advice, information and support to enquirers to Fosterline England by telephone, email, or online, or via other channels as required, to a range of people including prospective foster carers, current foster carers and Special Guardians and fostering services.
- To provide information and advice based on best practice, current regulations, standards and guidance in fostering, and to do so without judgement or opinion.
- To provide in-depth support to meet the needs of foster carers through focused one-to-one support
- To keep up to date with relevant legislation, policy and practice issues to ensure enquirers are receiving current advice and information.
- To be responsible for keeping accurate, appropriate and confidential records of all communications on our database, in line with organisational policies and procedures.
- To undertake training and attend meetings as required to further personal development and the development of The Fosterline Service.
- To produce information and advice content/materials/resources that meet the needs of prospective and current foster carers, and The Fosterline Service.
- To contribute to reviews and evaluations of The Fosterline Service as required (including data handling, providing written or verbal updates) to inform continuous improvement of the service.
- To adhere in full to all The Fostering Network and Fosterline England organisational policies including providing a timely response to risk and safeguarding issues.
- To contribute to other activities related to Fosterline and The Fostering Network as required.

## Team Working:

- Work closely with the Fosterline England team to ensure that plans and priorities align with wider organisational plans and strategies
- Effectively represent the team and actively contribute at internal meetings and external events.
- Understand and adhere to The Fostering Network's policies and practices
- Engage with and demonstrate commitment to The Fostering Network's mission, vision, values and strategy
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
- Take a relationship-based approach to your work, understanding that creating positive relationships with our internal and external stakeholders is central to achieving our objectives
- Undertake any other duties appropriate to the level in accordance with agreed procedures and guidelines.

## Main Stakeholders

In addition to their immediate team, this role-holder will particularly work with:

Internal	External
<ul style="list-style-type: none"><li>• Fosterline teams in Scotland, Wales and Northern Ireland.</li><li>• Practice Team</li><li>• Safeguarding Team</li><li>• Membership Team</li></ul>	<ul style="list-style-type: none"><li>• Prospective foster carers</li><li>• Foster and Kinship Carers</li><li>• Fostering Services</li></ul>

## What we're looking for:

### Essential Knowledge, Experience & Qualifications

- A qualification in social work or lived experience as an approved foster carer.
- Experience of providing advice, information and support by telephone.
- Knowledge and/or experience of working with foster carers or fostering services (within the field of foster care, social work, counselling or community work with carers, families and children).
- Demonstrable knowledge of legislation, guidance, standards, best practice and the legal framework surrounding fostering, kinship care and Special Guardianship.
- Knowledge and/or experience of the recruitment and assessment processes for foster carers and Special Guardians in England.
- Working knowledge and/or experience of the issues facing foster carers and children/young people with care experience.
- An understanding of safeguarding including child protection procedures.
- A working knowledge of Local Authority and Independent Fostering Services organisation and practice.

### Essential Skills & Attitudes

- Excellent listening, verbal and written communication skills across a variety of communication methods (in-person, on the telephone, via digital platforms online).
- The ability to work quickly and accurately on your own and as part of a team.
- Excellent attention to detail in both written and verbal communication.
- The ability to digest complex information and explain issues and concepts with clarity and accuracy, without using technical jargon.
- Good IT and administration skills including the ability to keep accurate records.
- A non-judgemental attitude of acceptance for others whose values and attitudes may be different from your own.
- Commitment to maintaining the confidentiality of information held by The Fostering Network
- Commitment to Equality, Diversity and Inclusion
- Commitment to The Fostering Network's mission, vision and values

## Desirable

- Knowledge and understanding of the welfare benefits and income tax systems.
- Knowledge/experience of the process for investigating allegations made against foster carers.
- Care experienced and/or lived experience of foster care
- Experience of using Microsoft 365 including Outlook, Teams, Dynamics and SharePoint.
- Familiarity with social media platforms such as Facebook, Twitter and Instagram.