



Job Description

Directorate	Families and Wellbeing
Service	Foster4

Post details	
Job title	Foster4, Fostering Support Worker
Grade	6
Location of work	Throughout the Cheshire and Merseyside region including: Cheshire East, Cheshire West and Chester, Halton, Knowsley, Liverpool, Sefton, St Helens, Warrington and Wirral.
Directly responsible to	Team Manager
Directly responsible for	N/A
Hours of duty	<p>37 Hours FTE Flexibility is required to cover the Foster4 Recruitment Hub opening hours on a duty rota: Monday, Tuesday, Wednesday, Thursday 9am – 7pm Friday 9am – 5pm</p> <p>Regular weekend work is also expected of the role.</p>
Working Relationships	
<p>Local Authority Children Services teams in the Foster4 collaboration for Cheshire and Merseyside. All key partner agencies. Other council services including, libraries, leisure centres. Foster carers, their families and children.</p>	

Primary purpose and scope of the job

1. To promote fostering for the Fostering Service via attendance at and delivery of a range of events and initiatives, at venues across Foster4.
2. To handle enquiries from prospective foster carers; providing a welcoming, warm and professional response, providing advice and information about the various aspects of fostering for each individual. This will include providing guidance regarding training, support, benefits and allowances.
3. Conduct initial home visits to prospective foster carers to assess suitability, motivation, and understanding of the role of a foster carer.
4. To build and maintain positive relationships with prospective and current foster carers, maintaining accurate recording and reporting systems.
5. To assist develop and implement a range of retention initiatives, to ensure that current foster carers feel valued and involved.
6. To work with other team members to design and implement administrative procedures and processes that will meet the needs of the service.
7. To collate, analyse and present management information in written, electronic or graphical formats to assist the team to monitor referral trends and enable appropriate actions to meet targets and inform future service development.
8. To identify problems by continuous review and make recommendations for improvements, so as to contribute to the achievement of the team's overall service objectives.
9. To liaise with partner agencies and others as required, on behalf of team.
10. To support the team members in preparing reports, letters, process plans, presentations etc., as required and to support any new developments, to improve the efficiency of the team.
11. To respond to enquiries, both verbal and/or in writing, using discretion in forming responses so that advice and information is consistent and given in accordance with agreed policies and within defined procedures.
12. To undertake all duties with due regard to confidentiality and data protection regulations and to carry out all duties with full regard to the Council's Equal Opportunities and Health and Safety policies.
13. To be committed to personal development in line with corporate requirements

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Alexandra Kinsella
Role	Foster4 Programme Manager
Date	19 th June 2025