



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Foster4 Fostering Support Worker
Grade	6
Directorate	Families and Wellbeing
Service	Foster4

Criteria

Experience		
	A/I	E
Experience of working effectively in a busy and pressured environment using own initiative to prioritise work and meet deadlines	A/I	E
Experience of working with children, young people and families	A/I	E
Good understanding of equality, diversity and inclusion and how to promote positive values	A/I	E
Good understanding of Child Protection and Health and Safety Legislation	A/I	D
Experience of working in a social care environment and awareness of the issues and service pressures	A/I	D
Experience of working in an interagency or multi-disciplinary environment	A/I	D
Experience of working within a target and results driven environment	A/I	D

Experience of record keeping	A/I	E
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Skills and Abilities		
Assertive	A/I	E
Excellent self-management and organisation skills	A	E
Ability to approach work pro-actively whilst maintaining resilience	A/I	E
Ability to communicate effectively orally and in written format, including report writing skills	I	E
Demonstration of good interpersonal skills	I	E
Accurate and appropriate case recording skills	A/I	E
Ability to work as a member of a team assisting the team manager and others in the use of information and recording systems and work processes	A/I	E
Ability to confidently deliver presentations, and answer questions	I	E
Ability to research and collate data and present information to identify trends	I	D

Education, Qualifications and Knowledge		
Number and Text	C	E
BTEC National/NVQ Level 3 in Child Care or equivalent level of experience in a relevant discipline	C	E
Competent in using Microsoft Word, Excel, PowerPoint, Database	A	E
Knowledge and understanding of corporate objectives and directorate service standards	A/I	E
Demonstrable track record of achieving targets while maintaining quality service provision	A/I	E
Ability to communicate effectively with members of the public, team members, foster carers and colleagues within the department and with other agencies, both face to face and on the phone	A/I	E

Other Requirements

Enhanced DBS <i>plus Children's/Adults Barred List</i>	A/I	E
Ability to work regularly outside normal office hours, including evening and weekend work	A	E
Willingness to take the lead in delivering fostering information sessions	A	E
Full Driving Licence – it is essential that the post-holder can travel across the region on a regular basis	C	E

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care		
Committed to providing excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E

Climate and Sustainability		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements		
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.		

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