

## Job Description

<b>Department:</b>	Children and Young People
<b>Division/Section:</b>	Fostering
<b>Job Title:</b>	Mockingbird Liaison Worker (fostering)
<b>Post No:</b>	
<b>Grade:</b>	8
<b>Reports to:</b>	Jayne Barrett-McGrath
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     TM[Team Manager] --&gt; SP[Senior Practitioner]     SP --&gt; MLW[Mockingbird Liaison Worker] </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 0 No. of indirect reports: 0
<b>Size of budget:</b> (Per annum)	- N/A

<b>Job Purpose:</b>	<p>To be the key liaison person between the Mockingbird hub carer and the fostering service; offering consistent and high-quality support to the Mockingbird hub carer to enable them to lead and give guidance and support to their constellation (group) of foster families and children in care, which make up their hub.</p> <p>The postholder will work in accordance with national Social Work and fostering legislation, national minimum standards, regulations, guidance and local policies and procedures.</p>
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### **Main Duties and Responsibilities:**

	<ul style="list-style-type: none"> <li>• Preparation, training and support to the Mockingbird hub home carer, approved foster carers within the Mockingbird hub, maintaining appropriate records, data collection and working to departmental policies and procedures.</li> <li>• To support foster carers within the Mockingbird hub with their development, wellbeing and to implement / promote the achievement of Fostering TSD standards.</li> <li>• Work closely with the hub home carer to arrange social events for foster carers within the Mockingbird family model hub.</li> <li>• Working alongside fostering service staff to support children and foster carers in the Mockingbird hub.</li> <li>• To carry out duties in accordance with the Fostering service national minimum standards and regulations</li> <li>• Direct liaison between the Mockingbird hub and the fostering service's managers.</li> <li>• Work closely with the team manager, the line manager and hub home carer to implement and develop the Mockingbird hub.</li> <li>• Deliver training and presentations to foster carers, staff and stakeholders.</li> <li>• Liaising with the fostering team, keeping them updated and contributing to the development of service provision/organisation, liaising with children's social work teams, outside agencies and stakeholders as appropriate.</li> <li>• To work independently, including chairing meetings where appropriate.</li> <li>• Taking a lead on data collection and writing reports in relation to the Mockingbird hub for statutory returns, service use and other stakeholders as required.</li> <li>• Liaison with Fostering Network representatives to ensure compliance to the fidelity of the Mockingbird model.</li> <li>• Ensuring the fidelity of the Mockingbird hub alongside the Hub carer and fostering staff.</li> <li>• Engage in supervision with line manager monthly.</li> <li>• Undertaking such other duties which the department may from time to time require.</li> </ul>
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>

<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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**DATE: 09.05.2024**

**COMPLETED BY:** Sue King

## Person Specification

<b>Job title:</b>	Mockingbird Liaison Worker (fostering)	<b>Directorate:</b>	Children and Young People
<b>Grade:</b>	8/9	<b>Service / Team:</b>	Fostering
<b>Date:</b>	09.05.2024	<b>Completed by:</b>	Sue King

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An understanding of statutory childcare systems.</li> <li>Understanding of safeguarding practice and processes, to ensure children and adults operate in a safe way.</li> <li>Relevant legislation and guidance including Children Act 1989 and 2004, Fostering National Minimum Standards, 2011.</li> <li>How to liaise, engage, effectively communicate and secure a positive working relationship with stakeholders, adults and children.</li> <li>Effective planning skills which provide meaningful interactions and outcomes for others.</li> <li>How to be an effective role model for others.</li> </ul>	<p>Effective customer service principles</p> <p>Adult learning principles</p> <p>Event organisation / management</p>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication skills including strong written, recording, data collections and reporting skills.</li> <li>Strong and effective interpersonal skills in groups, teams, and one-to-one situations.</li> <li>Capacity to lead and motivate others to be part of a new team, and to enable the team to develop a positive and supportive environment.</li> <li>Capacity to provide learning and development opportunities to adults.</li> <li>Excellent organisational skills.</li> <li>Excellent time management and planning skills</li> </ul>	<p>Ability to motivate staff, foster carers, children, and young people.</p> <p>Willingness to promote the council and share responsibility for the council across service boundaries, especially in the public domain.</p>

	<ul style="list-style-type: none"> <li>• Self-motivated and ability to focus on outcomes.</li> <li>• Ability to deliver high quality support to the Mockingbird Hub Carer that is based on feedback and input from colleagues, foster carers, children, and young people.</li> <li>• Identify areas for improvement within the role to meet the needs of the service.</li> <li>• Ensuring children and adults involved in the Mockingbird Hub are supported to participate in the development of the Hub, through encouraging their active involvement, and that their voices are heard clearly.</li> <li>• To work in an innovative way within a high-profile role.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a social care, therapeutic or educational setting.</li> <li>• At least 2 years' experience working in a role with children.</li> <li>• Experience of working in a person facing supportive role.</li> <li>• Experience of working as part of a team</li> </ul>	<p>Personal or professional experience of fostering.</p> <p>Involvement in adult learning</p> <p>Proficiency with Microsoft Office.</p> <p>Therapeutic direct work with children.</p> <p>Experience of devising and delivering support plans which are SMART</p>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence required and ability to travel around the city or more widely as needed.</li> <li>• GCSE in English (or equivalent)</li> </ul>	<p>Social work or childcare qualification. Qualified to NVQ3 (or working towards)</p>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Whilst most tasks will be completed within the working week, an ability to work evenings, weekends and bank holidays is required.</li> <li>• Access to a car and ability to travel across the city</li> <li>• Commitment to own ongoing training and</li> </ul>	

	personal development.	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*