



Independent
Foster Care
Services

Making a difference

Job Description and Person Specification
Branch Manager Swansea and West
(IFCS Deputy Manager Grade)

Job Description

The Branch Manager is an assistant to the Service Manager in all aspects of his/her work, and is responsible (and has authority to do so) for providing management cover in the absence of the Service Manager.

The Branch Manager has responsibility for developing foster care services from the IFCS Swansea and West Branch, in line with IFCS Procedures and statutory requirements.

The Branch Manager is responsible for the recruitment of Foster Carers for the Swansea and West Branch, and for managing their assessment, training and support.

The Branch Manager will formally and informally supervise IFCS Social Workers, Family Support Workers and Students within the Swansea and West Branch. Formal Supervision to staff must be provided on at least a 3 weekly basis.

When required the Branch Manager is responsible for taking referrals, making matching and risk assessments, making placement decisions, and directing staff to support such placements.

The Branch Manager is responsible for ensuring all staff he/she line manages adhere to the demands of the IFCS Statement of Purpose and procedures within the IFCS Procedure Manual, as well adhering to statutory requirements in The Fostering Services (Wales) Regulations 2003, The National Minimum Standards, and The Children Act 1989.

The Branch Manager is responsible for ensuring all children and young people looked after by IFCS foster carers, directly supported by the staff he/she line manages, are looked after to the high standards demanded by IFCS policies and procedures.

The Branch Manager must contribute to Skills to Foster training and other training as required, and must develop the training skills of other team members as required.

The Branch Manager must act as the Out of Hours Manager On Call, as required by their Contract of Employment.

The Branch Manager must complete some Annual Reviews as directed by the Service Manager.

Independent Foster Care Services

Company Number 4645203

Head Office, Solva House, Springmeadow Business Par, Wentloog, Rumney, Cardiff, CF3 2ES
Tel 02920 837320 Fax 02920 837321 Email office@ifcswales.co.uk Web www.ifcswales.co.uk
Swansea and West Branch, Unit 2 (Block A), Dragon 24, Penllergaer, Swansea, SA4 9HJ
Tel 01792 222510 Fax 01792 222511 Email office@ifcswales.co.uk Web www.ifcswales.co.uk

The Branch Manager must attend Management Meetings, supervision with the Service Manager as required, and must abide by the demands of the IFCS Statement of Purpose and all the procedures in the IFCS Procedure Manual and all and any changes to these documents which may be made from time to time.

The Branch Manager must be flexible and comply with any changes to managerial responsibilities which the Service Manager and/or Director may make at any time.

The Branch Manager is part of the IFCS management team and must represent and lead the team in following IFCS policies and procedures and management decisions.

The Branch Manager must not at any time undermine and/or contravene IFCS policies, procedures and/or management decisions.

The Branch Manager must not at any time disclose, or otherwise breach confidentiality, from management discussions and meetings, unless expressly and specifically, in writing, instructed to do so to her supervisees.

The Branch Manager must not at any time breach confidentiality in respect of Foster Carers, children and young people or IFCS staff.

The Branch Manager understands and accepts that breach of confidentiality and/or failure to abide by Child Protection Procedures will be liable to formal discipline, up to and including Dismissal.

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<u>Branch Manager</u> <u>Person Specification</u>		
<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Professional qualification relevant to working with children, which must be NVQ level 4 or the DipSW or another qualification that matches the competencies required by the NVQ level .	X	
At least 5 years post qualifying experience working in children's services, at least 2 of which must have been at a senior level.	X	
Experience of supervising staff, both formally and informally.	X	
Experience of recruiting, training and assessing prospective foster carers, supporting foster carers, and supporting children and young people in foster care.	X	
Excellent knowledge of the National Minimum Standards For Fostering Services and the Fostering Services (Wales) Regulations 2003.	X	
Excellent knowledge of procedures relating to looked after children and young people, and the protection of children and young people.	X	
Good knowledge of the Children Act 1989, the Children Act Regulations and Guidance, Working Together and associated child protection policies and guidance, the Framework for the Assessment of Children in Need and their Families, the regulatory requirements under the Care Standards Act 2000, and Adoption Law.	X	
A knowledge of child development and attachment theory.		X
A commitment to valuing and serving all in society regardless of gender, sexuality, religion, race or culture, or differing abilities.	X	
Excellent IT skills.		X
A willingness to work out of office hours, and contribute to staffing the out of office hours Duty Rota.	X	
A willingness to accept ongoing professional training, formal supervision and annual appraisals.	X	
A willingness to submit to Police and Health checks.	X	
Driving licence and use of a car.	X	
Ability to listen and work in partnership with children and young people, parents, Foster Carers and professionals.	X	

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