**JOB DESCRIPTION**

**Job Title**: Registered Manager

**Reporting to:** Director, Vineyard Fostering

**Reporting Line:** Administration and Social Work Staff

**Overview**

The Registered Manager will be responsible for the strategic planning and development aspects of fostering and support resources and functions in the company. S/he will bring creative ideas and lead a culture of continuous development and high aspirations for the Agency.

This includes:

* Ensuring the delivery of high quality, effective and safe family placement services to children and young people.
* Growing Vineyard’s business operations, ensuring that placement and foster carer recruitment targets are met.
* Providing strong leadership to staff, foster carers and agency contractors and consultants.
* Monitoring performance and progress and be accountable for ensuring that all regulatory requirements and compliance matters are fully met.

**Main Responsibilities**

*Agency Management*

* To be responsible for the day to day running of the service ensuring all regulatory requirements are met.
* Fulfil duties as the Designated Safeguarding Officer to promote the safeguarding and welfare of the children, staff and parents/carers.
* Ensure that Vineyard Fostering works in a non-discriminatory manner in providing a service that meets the diverse needs of its foster carers and service users.
* Ensure all required duties are executed and audits carried out as directed by the Fostering Regulations 2011 and the National Minimum Standards.
* To have an overview of the financial systems in place and ensure effective budgeting.
* Support staff and consultants to ensure that they can provide and deliver a service to the standards set by the Ofsted Inspection framework and agency policies & procedures.
* Develop and maintain partnership working relationship with relevant agencies and professionals and ensure service delivery that demonstrates Vineyard’s core values.
* Maintain the confidentiality of organisational information including those of foster carers, children and young people, and ensure adherence to data protection legislation.
* Develop and maintain the annual service action plan and quality assurance system.
* Liaise with the Service Director regarding issues arising in relation to staff, foster carers, and placements.
* Investigate and resolve complaints and carry out disciplinary action in accordance with Vineyard Fostering’s disciplinary procedures.
* Develop and review policies and procedures, ensuring that staff and foster carers work in accordance with these and that monitoring mechanisms are in place to measure compliance.
* To provide periodic reports required by the Director(s) within agreed timescales.
* Any other related duties as required by the service.

*Children*

* Support the aims and objectives of the organisation of a high-quality fostering service ensuring best outcomes for children and young people.
* Ensure that the children placed at Vineyard Fostering are protected and their welfare and rights are of paramount importance by managing and supervising caseloads effectively.
* Ensure service delivery is monitored and evaluated and reflects quality and outcomes focus to children and young people.

*Foster Carers*

* Establish a high success rate of recruiting and retaining foster carers.
* Ensure that appropriate payments are made to foster carers promptly.
* Ensure that foster carers are empowered to carry out their work through training, supervision, and support.

**Experience and Skills**

* Extensive experience within fostering or of developing a fostering service.
* Detailed working knowledge of relevant fostering and other relevant regulations.
* Strong staff management and leadership capability.
* Demonstrating the highest level of integrity in day-to-day operations and decision making.
* Strong oral and written communication skills and ability to communicate at all levels.
* Strong organisational skills and ability to work under pressure and prioritise activities.
* Ability to manage a team, promote collaboration and work on own initiative.
* High level of literacy, numeracy, and computer skills.
* Willingness to adapt to new ways of working, be flexible and creative.