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| **Job Title** | Project Manager – Regional Fostering Recruitment and Retention |
| **Department** | Children’s Services |
| 1. **PURPOSE OF THE JOB** | |
| **The regional fostering and recruitment project manager (PM)** will lead and coordinate the development and implementation of a new regional fostering recruitment hub.  The fostering recruitment hub is part of a DfE-funded fostering recruitment and retention programme, which includes:   * Implementing a foster recruitment support hub * A foster carer recruitment communications campaign * A foster carer retention programme.   The PM will be responsible for implementing the hub by XXX and then continue to track the impact of the hub until X. The PM will need to work with a cluster of regional LAs who are all signed up to the programme. The cluster is X.  The aims of the fostering recruitment hub are:   * To improve the journey from enquiry to application and approval * To boost the number of quality enquiries and build evidence of effective marketing strategies * Establish a pan-local authority approach to fostering recruitment * Provide a central 'landing page' for the communications campaign, ensuring a good user journey through the system. ​   There will be a regional focus on communications, building on what we know works in foster care recruitment. Adverts will direct prospective foster carers to the recruitment support hub.  We anticipate the recruitment Support Hub will have aspects of the following:   * Experienced call handler(s) who understand the fostering application process thoroughly and can build strong positive relationships immediately * Rapid response: online enquiries & emails same day / 24h; phone calls answered within a few rings * Experienced Foster Carer mentorship available to support pre-approval applicants. | |
| 1. **MAIN AREAS OF RESPONSIBILITY** | |
| The programme manager will lead theimplementation of the regional fostering recruitment hub. They will need to work effectively with leads across the cluster, setting clear expectations and requirements, to deliver the required outcomes to time.  The key areas of responsibility will be:   * To facilitate and manage the programme initiation, developing a clear project management plan that includes outcomes, project roles and responsibilities and key milestones. * To ensure appropriate programme governance is established with working groups set up where required. * To manage multiple concurrent workstreams and/or projects within the programme structure * To monitor and report progress of the programme against the project plan to the governance board * To identify and assign project tasks based on the skill sets, experience and strengths of different staff across the cluster * To manage stakeholders across the cluster, maintaining effective working relationships with external organisations and partner agencies to successfully develop a recruitment hub, * To engage with legal, HR, and commercial teams across the cluster to deliver key elements of the implementation plan * To identify, record and escalate programme issues/risks and develop solutions to mitigate the issues or risks as required * To lead on the co-ordination of submissions to the Department of Education, working with the programme team to ensure required information and data are submitted on time * To engage with the programme’s delivery partner to support the development and implementation of the hub. * To line manage/matrix manage the wider programme implementation team   Statutory requirements:   * Comply with the principles of the Data Protection Act 1998 in relation to the management of prospective foster carers records and information and respect the privacy of personal information. * Comply with the principles and requirements of the Freedom of Information Act 2000. * Comply with Lead LA information security standards, and requirements for the management and handling of information. * Use information for authorised purposes only. * The post holder must carry out his or her duties with full regard to Equal Opportunity Policy, Code of Conduct and all other policies. * The post holder must comply with Health and Safety rules and regulations and with Health and Safety legislation. | |
| 1. **KNOWLEDGE, SKILLS & ABILITIES**   *include specific ESSENTIAL qualifications needed.* | |
| Experience:   * Project management experience with evidence of delivering high quality outcomes for projects and programmes. * Evidence of working alongside senior managers, stakeholders and partner organisations to develop and deliver programmes/project * Managing stakeholders in challenging environments/timescales * Experience of leading and motivating a team to successfully implement a programme/project * Experience in analysis of risks and issue management. * Working within a local government / children's services environment (Desirable)     Knowledge:   * An ability to demonstrate knowledge and understanding of delivering major projects and programmes * An understanding of delivering a programme or project in partnership with stakeholders * Demonstrate knowledge of delivering projects by both traditional and agile methods   Personal Skills and Attributes:   * An ability to think analytically and work effectively in a complex and challenging environment, delivering multiple work streams. * An ability to engage employees to deliver effective services. * Excellent customer service focus and an understanding of how to support improved service delivery and value for money. * An ability to effectively manage budgets, performance and deliver services. * Good negotiation and influencing skills. * Highly effective presentation and communication skills, both oral and written. * A proven ability to build effective and productive working relationships at all levels with colleagues, staff and other stakeholders.   Qualifications:   * Degree level or equivalent workplace experience. * Prince2 Project Management Practitioner or Managing Successful Programmes or other industry qualification | |