

Person Specification

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| Job Title: Family Finding Officer | Grade and Salary: £27,674.24 - £32,108.57 |
| Base: North Shields | Team: Family Finding Team |

Assessment method – A= application, I = Interview, T = test/presentation, R = references, S = shortlisting

| Essential Criteria | | Desirable Criteria | |
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| Qualifications and Training | | | |
| <ul style="list-style-type: none"> Minimum of 5 GCSE's including English Language and Mathematics at grade C/4 or above (or equivalent qualification / experience) | A/S | | |
| <ul style="list-style-type: none"> Evidence of Continuing Professional Development | A/S | | |
| Knowledge and Experience | | | |
| <ul style="list-style-type: none"> Relevant experience, working in the field of children and family services. For example, as a foster carer, welfare assistant, teacher or administrator within a children and family setting | A/S | <ul style="list-style-type: none"> Understanding of the looked after system. | A/I |
| <ul style="list-style-type: none"> Experience in dealing with sensitive information concerning children and young people | A/S | <ul style="list-style-type: none"> Ability to develop an understanding of the needs of Looked After Children/young people | A/I |
| <ul style="list-style-type: none"> Significant experience of working with a range of administrative systems and processes. This should include Microsoft Teams, Word, Excel and PowerPoint | A/S | <ul style="list-style-type: none"> Experience of delivering services within a contract environment | A |
| <ul style="list-style-type: none"> Experience in delivering excellence in customer service | A/I | <ul style="list-style-type: none"> Experience of chairing meetings | A |
| <ul style="list-style-type: none"> Experience of working closely with multi agency professionals for example local authority staff | A/I | <ul style="list-style-type: none"> Experience of hybrid working | A |
| | | <ul style="list-style-type: none"> Experience of effective negotiation to influence decision making | A/I |
| Skills | | | |
| <ul style="list-style-type: none"> Ability to organise and prioritise work and work to tight, often conflicting, deadlines | A/S/I | <ul style="list-style-type: none"> Ability to market the services of Team Fostering, including the skills and abilities of our foster carers | A/I |
| <ul style="list-style-type: none"> Ability to work in a fast paced, often pressured environment | A/S/I | <ul style="list-style-type: none"> Ability to analyse information from a variety of sources | A/T |
| <ul style="list-style-type: none"> Ability to think creatively and identify solutions to problems | A/I | <ul style="list-style-type: none"> Ability to produce clear reports and accurately take meeting minutes | |
| <ul style="list-style-type: none"> Ability to adapt to changing plans | A/I | | |
| <ul style="list-style-type: none"> Excellent written and verbal communication skills | A/I | | |
| <ul style="list-style-type: none"> Ability to manage difficult and complex conversations with stakeholders | A/I | | |

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| <ul style="list-style-type: none"> Ability to build and maintain excellent professional, positive and effective relationships | A/I | | |
| Safeguarding and promoting the welfare of Children and Young People | | | |
| <ul style="list-style-type: none"> Understanding of safeguarding issues Understands the principles of confidentiality | A/S A/S/I | <ul style="list-style-type: none"> An understanding of the legislative safeguarding framework Recognises the limits of own authority within the role | A/I I |
| Working within professional boundaries | | | |
| <ul style="list-style-type: none"> Ability to maintain clear professional boundaries when working with carers, children and young people Accepts responsibility and accountability for own work and understand the responsibilities of others | A/I A/I | | |
| Personal Qualities | | | |
| <ul style="list-style-type: none"> Commitment to the ethos and values of Team Fostering Treat people in a fair and non – judgemental way and with dignity and respect, promoting children and young people's equality, diversity and rights Ability to demonstrate high levels of resilience Energetic and enthusiastic Commitment to achieving the best outcomes for children and young people Self-motivated with proven ability to work independently and maintain productivity in a remote environment Able to recognise when issues need to be escalated or require input from others. Ability to work collaboratively as part of a team, being supportive, considerate, and available to assist colleagues when needed Open to learning and development, receptive to feedback, and proactive in asking questions and seeking support | A/I A/I A/S/I A/I A/I A/S A A/S A/I | <ul style="list-style-type: none"> Understanding of the Not for Profit Sector Understanding of the challenges of working with children and young people | A/I A |
| Emotional & Self Awareness | | | |
| <ul style="list-style-type: none"> Demonstrates empathy for the concerns of others. | A/I | | |

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| <ul style="list-style-type: none"> • Shows respect for others feelings, views and circumstances • Has a balanced understanding of self and others • Demonstrates a commitment to Continuous Personal Development | A/I A/I A/I | | |
| Job circumstances | | | |
| <ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service, which may include occasional evenings and weekends • Current full driving licence • Confidence to travel as required across the North East region. | A/I A/S A/I | | |