**Job Title: Registered Manager**

**Location: IFA based**

**Reports to:**  **Area Manager**

**Accountable to** **Area Manager**

**Job Purpose:**The Registered Manager is accountable for providing vision and leadership

to the teams within their geographic area. They are responsible for developing and managing all aspects of fostering resources and support functions in the registered agency. They follow relevant statute and national guidelines ensuring they continue to meet the “Statement of Purpose” and remain compliant with legislation and regulations.

The Registered Manager promotes the agency and works to provide an awareness that the National Fostering Group placing safeguarding and outcomes for children and young people at the heart. Working within agreed budgets and with a full understanding of the policies and procedures of the National Fostering Group

**Accountable for**:

Staff – All staff employed within the Registered Agency including Social Work staff and Managers; Non-Social Work staff including Support Workers, Placements Team.

**Key Responsibilities:**

**Operational and Professional**

Represents National Fostering Group in all professional matters in the region and promotes the reputation of NFG to placing local authorities, relevant external organisations and individuals, ensuring that the agency is recognised as a fostering care services provider of excellence

Works in liaison with the Quality Assurance and Compliance Team to ensure compliance and achieve improvements through contributing to and facilitating consultation processes with carers

• monitoring and maintaining full compliance with regulations and standards to ensure excellent outcomes for children and young people and excellent grades from the regulatory bodies

Keeps all relevant staff and stakeholders, both internal and external, informed in accord with statute and procedure or undertakes to abide by statute and procedure that applies to a registered manager.

Ensures that within the region there is provision of 24hour professional support for foster carers and that an effective out of hours placement service is available for customers

Ensures any matters concerning child protection are dealt with in accord with government guidelines and company policy.

Provides professional leadership to the staff team to ensure they deliver professional supervision, support, monitoring, appraisal and annual review of NFG foster carers in accordance with NFG policy and procedures.

Responsible for regularly reviewing the training and development needs of foster carers and ensuring the training plan is effectively implemented.

Ensures assessments of prospective foster carers is in accordance with NFG policies and procedures and government guidelines.

Develops, implements and effectively maintains that their area of business has systems to include training resources, IT systems, Foster Care Panel, Out of Hours, assessment, approval and review of carers.

Responsible for ensuring the agency drives to achieve good outcomes for children and takes full responsibility for the service delivery to children, young people, the carers and families, in line with legislation, guidance and local policy and procedures.

Oversees staff team to ensure focus and measures the Outcomes for Children. Ensures there is regular participation from the Young people placed with Carers

**Staff Management and Leadership**

Communicates regularly with team to ensure awareness of the business plan and vision for NFG and Registered agency area.

Ensures effective team working and the development of a cooperative and supportive work environment across the variety of roles within the region.

Supports wider NFG colleagues encouraging staff to share best practice, contribute to working parties and support NFG achievement of goals.

Responsible for the recruitment, Induction and Retention of new staff to own business area ensuring they adhere to the Safer Recruitment guidelines. Manages and leads a team of professional and support staff within a given area, having responsibility for their

* Supervision, allocation of workload and tasks.
* Performance management, appraisal and discipline in accord with NFG policy
* Training and development plans.

Ensures through team meetings and other appropriate communication channels that NFG policy and procedures are understood and implemented effectively by staff.

Delegates effectively to staff team based on Competence of individual employee.

**Strategic**

Overall responsibility to lead and manage the registered agency ensuring agreed targets and goals achieved.

Proactively contributes to the strategic planning and business development of the NFG through the business area's one year and three year plans.

Promotes own office and NFGs position as a key player in a competitive market. Proactive in approaching Commissioner and LA contacts to ensure that NFG is able to compete effectively with particular reference to quality service levels, new service provision and pricing.

Researches and seeks opportunities for improvement, new initiatives and business growth, formulating and presenting strategy and recommendations to NFG senior management, advising on the implications for the agency of the same.

With the support of the commercial team, takes responsibility for the submission of new and renewed tenders,

Ensures effective client management and maintains external market awareness through:

* Establishing and maintaining regular contact with clients
* responsibility for submission of Monitoring requirements from customers.
* Communicating to operational team to keep them updated on client

 expectations.

* Ensuring team apply own effective client management skills

Develops new business and fostering resources within the area where the agency operates, in line with the NFG business plan and own annual targets which will include:

* formulating new links and contacts with local authorities
* negotiation, acquisition and review of contracted agreements with local

 authorities

* planning for and supporting carer recruitment initiatives
* providing proactive and effective support for the registered agency in

 achieving targets for carer recruitment, retention and service provision under

 agreements

* being responsible to new business opportunities by developing new service

 offers

**Relationships**

Establishes and maintains links with key local authority personnel and other external agencies.

Proactive in maintaining existing contacts, understands changing customer needs and looks to promote additional services where appropriate.

Develops and maintains effective internal communications and working relationships with NFG colleagues at all levels, retained consultants and managers. Gains buy in and achieves support from all stakeholders in achieving targets for own area. Shares best practice to ensure other areas of the NFG can achieve goals and targets.

Ensures regular and timely communication with Foster Carers and ensures relevant support groups are meaningful and valued.

**Financial**

In conjunction with line manager and Finance agree, establish and review individual and regional financial targets, contributing to the NFG’s 12 month and three year business plan.

Is accountable for the managing the budgets and expenditure with own business area and the overall achievement of individual and agreed business financial targets.

Following established procedure approves expenditure to given level, ensuring that such expenditure is evidenced, accurate and can be justified.

**Other**

As a member of the region's senior management group, be available to undertake project work, attend working parties; prepares and present internal and external reports and such other duties as may be reasonable determined by NFG executive director.

Maintains own Professional Development and undertakes own CPD in line with regulating body’s recommendations.

Attends meetings and conferences as required

Ensures health and safety compliance within the agency, advising relevant colleagues of issues and making recommendations

If so allocated, manages an office and designated functions

Ensures understanding and works in accord with all the policies and procedures of the NFG*,* observing at all times the strict rules of confidentiality appropriate to the role.

**Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within NFG are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works at all times, in accordance with the policies and procedures of the NFG and statutory regulations applicable to the Group.
* NFG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

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| **Job Holder** |  |  |
| Name: | Signed:  | Date:  |
| **Signed on behalf of the NFG**  |  |  |
| Name: | Signed:  | Date:  |