

Role Title	Project Co-Ordinator (Fixed-Term – 9 months)
Job Family	Children’s Services
Competency Level	Principal Officer
Pay Range / Scale	PO2
<p>Purpose</p> <p>To coordinate and support the development and implementation of a regional fostering recruitment, assessment and support service, working across multiple local authorities and partners to deliver a consistent, high-quality fostering journey from initial enquiry through to approval and ongoing support.</p> <p>The role will support project activity linked to the expansion of fostering hubs beyond a recruitment ‘front door’, helping to embed new service models, processes, governance and performance arrangements that improve conversion, timeliness, carer experience and retention, while ensuring compliance with statutory requirements and national policy expectations.</p>	
Job Specific Accountabilities:	
Support the planning, coordination and delivery of workstreams that contribute to the design and implementation of a regional fostering service covering recruitment, assessment, approval, training and post-approval support.	Fostering workstreams are delivered to agreed scope, quality, timescales and governance arrangements, supporting the successful implementation of a regional recruitment, assessment and support model.
Coordinate activity across participating local authorities, fostering services and partners to support the transition from local arrangements to a single regional model, including managing interdependencies, risks and milestones.	Activity across participating local authorities is effectively coordinated, with clear milestones, dependencies and responsibilities, enabling a smooth transition from local arrangements to a single regional service model.
Maintain project documentation including plans, timelines, risk and issue logs, highlight reports and governance papers, ensuring information is accurate, up to date and shared appropriately with boards and delivery groups.	Project documentation (including plans, risk and issue logs, highlight reports and governance papers) is accurate, up to date and proportionate, enabling effective oversight, timely decision-making and risk management.
Support the development and implementation of consistent regional processes, pathways and standards across the fostering journey, helping to reduce duplication, delays and variation between local authorities.	Consistent regional fostering pathways, processes and standards are developed and implemented, contributing to reduced duplication, clearer handovers, improved timeliness and a more coherent experience for prospective and approved foster carers.

<p>Work with service leads, practitioners and foster carers to support co-design activity, engagement events and feedback processes that inform service development and improvement.</p>	<p>Co-design and engagement activity with foster carers, practitioners and stakeholders is well-planned and inclusive, with feedback clearly captured and reflected in service design, improvements and recommendations.</p>
<p>Support the development of new performance monitoring systems across the fostering recruitment pipeline, including collation and analysis of data relating to enquiries, assessments, approvals, and timeliness, in line with agreed performance frameworks.</p>	<p>Performance information across the end-to-end fostering pipeline is reliably collated, monitored and reported, supporting visibility of enquiry-to-approval progress, identifying risks to delivery and informing continuous improvement.</p>
<p>Assist with the coordination of workforce, training and change activity linked to the new service model, including supporting communications, briefings and engagement with staff and stakeholders.</p>	<p>Workforce, training and change activity linked to the new service model is effectively supported, with clear communications and coordination contributing to staff understanding, engagement and readiness for new ways of working.</p>
<p>Support compliance with relevant statutory guidance, fostering regulations, national minimum standards and Department for Education programme requirements, escalating risks or issues where appropriate.</p>	<p>Statutory, regulatory and programme requirements are appropriately reflected in project delivery, with risks, gaps or non-compliance identified early and escalated to senior leads where required.</p> <p>Potential risk is identified, and mitigation is planned.</p> <p>Risk Registers and Issue Logs are maintained.</p>
<p>Contribute to learning and continuous improvement by capturing lessons learned and supporting the spread of best practice across the regional fostering service.</p>	<p>Learning from delivery is systematically captured and shared, supporting continuous improvement and the spread of best practice across the regional fostering service.</p>
<p>Generic Accountabilities</p>	<p>End Results/ Outcomes</p>
<p>Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information. Manage escalated or complex customer issues within the relevant area.</p>	<p>Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility.</p> <p>Issues are managed through to a satisfactory conclusion.</p> <p>Risk to the Council is minimised.</p>

<p>Contribute to the development of service plans to meet strategic business goals.</p>	<p>Strategic and operational input is provided to wider business planning and development.</p> <p>Customer needs are identified.</p> <p>Services meet legislative and policy requirements.</p>
<p>Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate.</p>	<p>Relevant information / data are managed efficiently and accurately.</p> <p>Accurate and relevant information / reports / documentation are produced.</p> <p>Trends and issues are identified and prioritised.</p> <p>Statutory and procedural obligations are fulfilled.</p> <p>Management decision making is supported.</p>
<p>Lead on the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility.</p>	<p>Changes to systems, policies and / or procedures are identified and recommended.</p> <p>All updates, amendments, developments are tested and approved prior to delivery.</p> <p>Customers receive prompt, accurate policy / procedural updates.</p> <p>Service standards are improved.</p>
<p>Work closely with others to support/Manage the development and delivery of improvements in processes and procedures.</p>	<p>Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Issues and recommendations are brought to the attention of senior managers.</p> <p>Benchmark against best practice authorities and center of excellence.</p>
<p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p>
<p>Nature of Contacts The post holder will have regular contact with a wide range of internal and external stakeholders</p>	

involved in the design and delivery of an regional fostering recruitment, assessment and support service.

This will typically include:

- Frequent liaison with senior managers both within the lead authority and participating local authorities.
- Regular engagement with fostering service leads, social work managers, recruitment, assessment, training, data and quality assurance staff across the region.
- Ongoing contact with foster carers, prospective foster carers and practitioner groups to support engagement, co-design activity and service improvement work.
- Interaction with corporate services such as finance, HR, legal, IT, data and communications to support service transition, workforce planning and delivery.
- Contact with external partners and agencies where relevant, including voluntary and third-sector organisations, delivery partners and national bodies.
- Engagement with governance and programme boards through the preparation of reports, updates and supporting information.

The role requires strong interpersonal and influencing skills, with the ability to build effective working relationships, support collaboration across organisational boundaries and communicate clearly with a range of professional audiences.

Procedural Context

Reports to: Head of Regional Fostering Recruitment

The role operates to defined plans, objectives and timescales, using initiative to organise and prioritise work while escalating risks, issues or decisions outside agreed tolerances. Works within agreed procedures and handles day-to-day issues independently. Decisions are made in line with Council policies.

Resourcing

Budget Responsibilities: Nil

Supervisory Responsibilities: Nil

Key Facts and Figures

Supporting the delivery of the DfE 'Renewing Fostering: homes for 10,000 more children' action plan

Knowledge, Skills and Experience

- Experience of managing small to medium projects in complex and challenging environments.
- Experience of supporting complex projects and programmes in managing and reporting project progress, risks and issues, budgets, decisions to the SRO/ Product Owner.
- Experience of managing stakeholder relationships.
- Possess in-depth understanding of project management methodology
- Experience of planning, prioritising and monitoring work programmes, tracking progress against timescales, and coordinating delivery of agreed outputs.
- Excellent oral and written communication skills with an ability to interact effectively with people at all levels in an organisation including senior level executives.
- Work effectively as part of a team and have a genuine desire to assist colleagues.

- An ability to respond to unpredictable volume of work, with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Work effectively and efficiently, paying careful attention to detail, data confidentiality and accuracy.
- Self-starter with high degree of initiative, urgency, and follow through.
- Possess strengths in organisational, attention-to-detail, reasoning, critical thinking, and problem-solving skills.

Indicative Qualifications

- English and Math Qualification
- Relevant NVQ Level 2 or 3 qualification
- Foundation level project management qualification

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.