

<b>Job Title</b>	Director FFI
<b>Responsible To</b>	Chief Executive Officer
<b>Location</b>	Head Office – Dublin (with flexibility for home working)
<b>Responsible for</b>	National Operations
<b>Overall Aim</b>	The Director is expected to manage, develop, promote and oversee the delivery of a range of services within Fostering First Ireland (FFI). The Director should set exemplary standards of behaviour and performance, promoting the vision and values of FFI and the wider Key Assets Group and work collaboratively with respect and integrity.

### 1) Overall Purpose:

- Develop a local area growth plan which maintains and improves FFI position as a leading children’s services provider.
- Ensure effective operation of a national children’s service that meets requirements in terms of range and quality to meet the needs of children and young people.
- Hold operational oversight for the delivery of all activities including delegated responsibility for staff, finances and other resources associated with the Director’s area of responsibility.
- Effectively manage the Principal Social Workers and other key staff as appropriate.
- Develop new opportunities for growth and service development as they arise.
- Actively engage with all stakeholders and ensure service provision is in line with their needs.
- Develop excellent partnership relationships with Tusla (Child & Family Agency) and the HSE (Health Services Executive).
- Contribute effectively as a member of the Leadership Team for Key Assets Ireland
- Report to the CEO (Ireland) and FFI Board as required.

### 2) Key Responsibilities

- In conjunction with FFI Board & CEO and contribute to the company strategy that ensures delivery on the following:
  - ✓ Specific foster placement growth
  - ✓ Carer recruitment and retention
  - ✓ Budget performance for turnover and profitability
- Ensure that all areas of practice comply with the Child Care Acts 1991 and 2007, The Placement of Children (in Foster Care) Regulations 1995, The Children Act 2001, Children First legislation and National Standards in Foster Care 2003 and that there is compliance with all relevant contemporary policy and legislation.
- Act as Agency Decision Maker (ADM) in respect of carer appointments and de-appointments.
- Ensure there is a Business Continuity Action Plan in place that is current and has been cascaded to all staff.
- Be fully conversant with all potential business risks and respond to any issues that may emerge.
- Develop and maintain effective relationships with Tusla (Child and Family Agency) and other relevant agencies to ensure that FFI is recognised as a key provider, in meeting the needs of children and young people in and out of the foster care system.
- Develop and implement a Business Plan that is consistent with the organisation’s overall strategy and the mission and objectives of the Key Assets Group.
- Through the management of the Principal Social Worker (Social Work Practice and Compliance) & Principal Social Worker (Carer Approvals and Placements) ensure a high-quality provision for children in foster care with appropriately approved and matched carers.
- Working with the FFI team to continually improve the range of services provided to young people and their families.
- Ensure all statutory requirements and functions for the Agency are met according to relevant legislation, Regulations, National Standards. Ensure the maintenance of all records specified within the range of applicable Service Standards and Regulations.

- Develop and maintain effective relationships with others involved with the direct provision of services to children, young people and foster carers (e.g. Schools, the youth service, those working in the youth justice system, Irish Foster Carers Association, EPIC).
- Provide leadership in the development of innovative and best practice approaches to engaging and supporting young people to ensure that they achieve and are able to make progress in their lives.
- Develop effective practices to raise standards of organisational performance measured in terms of growth in turnover and profitability.
- Manage effectively all staff resources with due regard to the requirement to balance effectiveness and efficiency.
- Deliver a performance review system for all staff in keeping with FFI Human Resources policies and procedures.
- Manage risk and ensure sound compliance with all Health and Safety policies and procedures.
- Provide leadership, ensuring that a positive and constructive culture is maintained across all staff in the agency.
- Contribute to the Development Plan for Key Assets Ireland

### **3) Business Performance**

- In conjunction with the Board, Chief Executive Officer (Ireland) identify and prioritise business targets and improvement activities.
- Hold budgetary responsibility for service delivery.
- Be accountable for business and outcomes performance.
- Evaluate performance data and analysis to raise awareness and understanding of performance and improvement opportunities across all service delivery.
- Contribute to the development and implementation of the business planning process into local teams to ensure that all teams have clear, measurable and realistic plans and targets and set out the requirements for them to achieve it.
- Measure and report on progress, business deliverables and resulting benefits.
- Drive change across FFI to deliver consistent approaches and results for initiatives, which could include:
  - ✓ Changes to business processes and practice
  - ✓ Revision of structures and job descriptions
  - ✓ Training and development to ensure that staff have the right skills and demonstrate behaviours appropriate to their role
- Develop and demonstrate exemplary knowledge management, analysis, business improvement and change and project management skills.

### **4) Communication**

- Convene effective meetings as required to ensure clear communication between all managers and staff in regard to the work within FFI and that business objectives and targets are met.
- Using a blended approach ensure good communication methods, be responsible for delivering regular team briefings which disseminate corporate directives, key messages and relevant information on major developments by employing responsive and responsible two-way communication methods which encourage discussion and feedback.
- Engage effectively and appropriately with relevant external agencies and individuals to further the interests of children and of the agency.

### **5) Personal Accountability**

- Work to deadlines and respond in a flexible way to changing demands.
- Ensure that all stakeholders are responded to promptly and professionally.
- Maintain strict confidentiality in relation to the work undertaken and ensure that all confidential material is stored and processed in line with GDPR and Data Protection legislation.
- Attend and participate in team meetings, training courses, supervision sessions and appraisals punctually and well prepared, as appropriate and when required.
- Be aware of and adhere to policies and procedures which are appropriate to the position.

- Be aware of equal opportunities issues and promote and deliver anti-discriminatory and anti-racist practice.

#### **6) Safety of Children and Young People**

- Work to all company Safety Policies and Procedures to ensure the wellbeing and safeguarding of children and young people.
- Follow all staff recruitment procedures to ensure the safe recruitment of staff working directly with young people.
- Adhere to National Vetting Bureau procedures thus ensuring the safe recruitment of all those working with and having direct access to children and young people.
- Oversee to ensure the risk assessment of all activities and venues involving young people and staff.

#### **7) Additional Duties**

The post holder will be expected to:

- Undertake such other duties as may from time to time be required to ensure the effective and efficient operation of FFI.
- Undertake domestic, UK and European travel, as required.
- Undertake training and development deemed necessary for the pursuance of the post.
- Ensure that Health and Safety is observed in the course of employment.
- Ensure compliance with the Equal Opportunities Policy and Procedure in all employment practices.
- Comply with the no smoking policy in place.
- Undergo a criminal history check.
- Demonstrate that the Company Values are at the centre of all they do.
- Demonstrate a minimum basic standard of I.T. competence to be able to use company electronic systems effectively.
- Comply with safety procedures, throughout all work within the Company, keeping the CEO (Ireland) informed of work in progress and informs the CEO (Ireland) immediately of any child protection matter, significant risk or serious complaint.

It is the nature of work in FFI that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.

**Please see full Person Specification below**

## Fostering First Ireland – Person Specification for Director

***Note to Applicant:*** When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

<b>Key:</b>	Assessed by Application Form:	A
	Assessed at Interview:	I
	Assessed by Test/ Exercise	T
	Assessed by Documentary Evidence	D

	Essential / Desirable	Shortlisted Criteria	A	I	T	D
<b>Education / Qualifications</b>						
Hold a degree or an equivalent or higher level of qualification in social work (registered with CORU) or other behavioural science	Essential	✓	✓			✓
Hold an advanced professional qualification relating to management	Desirable		✓			✓
<b>Experience / Training</b>						
Substantial experience of working as a manager and practitioner in a social work or similar or related setting with young people experiencing significant social disadvantage	Essential	✓	✓	✓		
Experience of working directly with senior staff in other organisations	Essential	✓	✓	✓		
Experience of working at a management level in a target, outcome driven service delivery environment	Essential	✓	✓	✓		
Experience of managing within a complex organisational setting and involving at least the leadership of a team and the management of financial and other resources	Essential	✓	✓	✓		
Experience of managing risk and compliance within an agency with reference to legislation, guidance and policy and procedures	Essential	✓	✓	✓		
To be able to evidence an understanding of the use of IT and Electronic communications including Microsoft Office Applications, Word, Excel, Outlook, Visio	Essential	✓	✓	✓		
<b>Knowledge</b>						
An excellent working knowledge of relevant legislation including National Standards in Foster Care 2003 and the Child Care Regulations 1995, Child Care Act 1991, Children’s Act 2001 and Fostering Committees Policy, Procedures and Best Practice Guidance.2017, Children First Act 2015	Essential	✓	✓	✓		
A comprehensive knowledge of the role of other agencies including Tusla, HSE, Garda Síochána	Essential			✓		
A sound knowledge of Child Protection Procedure	Essential	✓	✓	✓		
Expert knowledge of the growth and development of children and their needs within child protection and alternative care	Essential			✓		
Understanding of the importance of a complaints procedure	Essential			✓		
<b>Personal Qualities</b>						
Ability to communicate effectively with people at all levels	Essential			✓		
Effective in the management of business operations including performance management	Essential		✓	✓		
Effective in the ability to develop and implement strategic change	Essential		✓	✓		
Demonstrate initiative and creativity and work to quality standards	Essential			✓		
Ability to work under minimal supervision, to make decisions and act on own initiative	Essential			✓		
Ability to meet and exceed quality performance targets	Essential			✓		
Ability to work as part of a multi disciplinary team	Essential			✓		
Reliability, flexibility and dependability	Essential			✓		
Ability to create a positive working environment where people have the opportunity to reach their potential	Essential			✓		

Ability to maintain confidentiality	Essential			✓		
Ability to work under pressure and handle changing priorities	Essential			✓		

Miscellaneous	Essential / Desirable	Shortlisted Criteria	A	I	T	D
A commitment to Equal Opportunities and Health and Safety in all work practices	Essential			✓		
A commitment to providing a professional and quality service	Essential			✓		
Ability and willingness to travel extensively on a variety of road systems, including occasionally residing away from home when needed or necessary	Essential			✓		
Ability and willingness to work flexibly including occasional out of hours work	Essential			✓		
Must possess a full driving licence	Essential			✓		✓
Willingness to undertake a relevant Criminal History Check, including overseas checks	Essential			✓		✓
Be prepared to seek advice where necessary	Essential			✓		