**JOB DESCRIPTION**

**Job** : Foster Carer Recruitment Engagement Coordinator

**Office Location**: Opportunity for blended approach working from home/office

**Reports To:** Director of Recruitment

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Yes

**MAIN PURPOSE OF ROLE:**

Compass Fostering is looking for an enthusiastic and driven Foster Carer Recruitment Coordinator to spearhead our national foster carer recruitment efforts through a word-of-mouth approach. Working from home, with occasional travel across the UK, you will collaborate closely with our foster carers, empowering them to share their fostering journeys and recommend others within their communities. This is a unique opportunity to combine relationship-building and recruitment skills to help us find more foster carers who can make a difference in children's lives.

**Key Responsibilities:**

* To review and shape a word-of-mouth recruitment strategy: Collaborate with existing foster carers to encourage them to recommend fostering to friends, family, and community members.
* To work in partnership with key stakeholders across the organisation to ensure that all regions are implementing the strategy and framework and have a clear word-of-mouth plan and support in the local delivery of this.
* Foster carer engagement: Build strong relationships with foster carers, inspiring them to participate in recruitment activities and share their positive experiences.
* Lead generation: Track and manage leads generated from foster carer recommendations, ensuring a pipeline of interested and qualified prospective foster carers.
* Outreach and events: Assist in organising and attending local events (both in-person and virtual) to support recruitment efforts, including information sessions, webinars, and community outreach programs.
* National collaboration: Work closely with regional teams and foster carers across the UK to ensure consistent communication and recruitment activities.
* Reporting and analysis: Monitor and evaluate the effectiveness of word-of-mouth recruitment efforts, keeping track of conversions and identifying areas for improvement.
* Submit monthly reports against key targets for Board and Director updates.
* Collaboration with marketing teams: Partner with the marketing and recruitment teams to create supporting materials for foster carers to share, such as testimonials, videos, and social media campaigns.
* Brand representation: Act as a representative for Compass Fostering at recruitment events, and other engagements when needed.

**Qualifications and Experience:**

* Experience in recruitment or similar engagement roles: Previous experience in fostering, recruitment, community engagement, or a similar role is desirable.
* Excellent communication skills: Ability to engage with foster carers and prospective carers, encouraging them to share their experiences and inspiring others to consider fostering.
* Strong interpersonal skills: A warm, empathetic approach that enables you to build trusting relationships with foster carers and community members.
* Organisational skills: Ability to manage multiple recruitment activities and lead generation efforts across a national scope while working independently.
* Passion for fostering: A genuine interest in supporting children and young people through fostering and the ability to convey this passion to others.
* Tech-savvy: Comfortable using digital tools for remote working, virtual meetings, social media, and CRM systems to track leads.
* Flexibility and willingness to travel: Occasional travel will be required to engage with foster carers, attend events, or visit local offices.
* At least 3 years’ experience working in a customer facing role
* Excellent oral and written communication skills with an ability to motivate, engage and work alongside others to achieve targets.
* Excellent IT skills with high levels of Excel literacy and ability to work remotely.
* Good interpersonal skills, with the ability to work with at all levels within the Group.
* Experience of working to personal targets.
* Ability to work under pressure and handle changing priorities.

**Desirable:**

* Knowledge of the National Minimum Standards for Fostering Services, Fostering Services Regulations 2011 and statutory guidance associated with the recruitment, assessment, and support of Foster Carers.
* Experience working remotely or in a national role where coordination with diverse teams.
* Familiarity with marketing or promotional techniques, particularly in generating community-based leads.

**What Compass Fostering Offers:**

* Please see Compass Perks Flyer for full list of Compass benefits package.
* Competitive salary.
* Flexible remote working.
* Full training and ongoing professional development.
* A supportive and inclusive work environment that values your contributions.
* Opportunities for career development and progression across the Compass Community.

**SAFEGUARDING:**

Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding safeguarding children and vulnerable adults.

**DATA PROTECTION:**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

**CONFIDENTIALITY:**

We attach the greatest importance and confidentiality to all child, staff and other data held by us. All data should be treated as confidential and should only be disclosed on a need to know basis.

Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that we attach to confidentiality disciplinary action can be taken for any breaches of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six-information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Justify the purposes of using confidential information

2. Only use it when absolutely necessary

3. Use the minimum that is required

4. Access should be on a strict need to know basis

5. Everyone must understand their responsibilities

6. Understand and comply with the laW.

If you are passionate about fostering and believe you have the skills to lead a successful word-of-mouth recruitment campaign for Compass Fostering, we’d love to hear from you. Please submit your CV and cover letter detailing why you are the ideal candidate for this role. Join Compass Fostering in making a positive difference in the lives of children and young people.