

**Trainer Consultant – The Association for Fostering and Adoption (AFA) Cymru**

Cardiff: 37 hours Salary: SCP 42-45 £38 052 - £40 858

An exciting opportunity have arisen to join the Association for Fostering and Adoption Cymru (AFA Cymru). We are a busy 3rd sector organisation providing a range of services in relation to permanency planning for Welsh children.

We believe that permanency for children transcends their legal status and we are therefore involved in delivering training, consultancy and advice across the full permanency spectrum – from rehabilitation to birth parents, through foster care and special guardianship, to adoption. Our professional staff support foster carers, adopters and special guardians as a well as a range of childcare professionals. We have recently been awarded the NFF contract and work closely with the National Adoption Service.

We have offices in Cardiff and Rhyl.

AFA Cymru is legally part of St David’s Children Society and as such successful applicants will be employed by the Society with an attractive employment package.

Some travel throughout Wales will be required.

Closing dates for applications: 10am Friday 5th July 2019

Interview Dates: St David’s Offices, Cardiff on Wednesday 24th July 2019

For further information and to request an application form/job description, please contact Helen Hawksworth on 029 20761155 or visit [www.adoptionwales.org](http://www.adoptionwales.org)



**Hyfforddwr Ymgynghorydd – Cymdeithas ar gyfer Maethu a Mabwysiadu**

**(AFA) Cymru**

Caerdydd: 37 awr Cyflog SCP 42-45 £38 052 - £40 858

Mae cyfle cyffrous wedi codi i ymuno â'r Gymdeithas ar gyfer Maethu a Mabwysiadu Cymru (AFA Cymru). Rydym yn sefydliad 3ydd sector prysur sy'n darparu amrywiaeth o wasanaethau mewn perthynas â chynllunio sefydlogrwydd i blant Cymru.

Rydym yn credu bod sefydlogrwydd i blant hwnt eu statws cyfreithiol ac felly rydym yn cymryd rhan mewn cyflwyno hyfforddiant, ymgynghoriaeth a chyngor ar draws y sbectrwm parhaol llawn - o adsefydlu i rieni biolegol, drwy ofal maeth a gwarcheidiaeth arbennig, i fabwysiadu. Mae ein staff proffesiynol yn cefnogi gofalwyr maeth, mabwysiadwyr a gwarcheidwaid arbennig yn ogystal ag amrywiaeth o weithwyr proffesiynol gofal plant. Yn ddiweddar, dyfarnwyd i ni gontract Fframwaith Maethu Cenedlaethol ac rydym yn gweithio'n agos gyda'r Gwasanaeth Mabwysiadu Cenedlaethol.

Mae gennym swyddfeydd yng Nghaerdydd a’r Rhyl.

Rydym yn gyfreithiol yn rhan o Gymdeithas Plant Dewi Sant a bydd yr ymgeiswyr llwyddiannus yn cael eu cyflogi gan y Gymdeithas gyda phecyn cyflogaeth deniadol.

Bydd peth trafeilio ar draws Cymru.

Dyddiad cau ar gyfer ceisiadau: 10 o’r gloch ar Dydd Gwener, 5ed Gorffenaf 2019

Dyddiad Cyfweliadau: Swyddfa Cymdeithas Plant Dewi Sant Caerdydd: 24ain Gorffenaf 2019

Gweler y linc ar gyfer lawrlwytho ffurflen gais a disgrifiad swydd

<http://www.adoptionwales.org/about-us-2/jobs-2/>

# The Association for Fostering and Adoption Cymru

The Association for Fostering and Adoption Cymru (AFA Cymru) is a busy 3rd sector organisation providing a range of services in relation to permanency planning for Welsh children. We work from a theoretical perspective that is based on an understanding of attachment and trauma, and how poor early years experiences can impact children and young people throughout their lives.

We believe that permanency for children transcends their legal status and we are therefore involved in delivering training, consultancy and advice across the full permanency spectrum – from rehabilitation to birth parents, through foster care and special guardianship, to adoption. Our professional staff support foster carers, adopters and special guardians as a well as a range of childcare professionals.

AFA Cymru has recently been awarded the NFF contract and works closely with the National Adoption Service in Wales.

We have offices in Cardiff and Rhyl.

AFA Cymru has a proud history of providing an independent voice for Wales across the permanency sector.

# JOB DESCRIPTION: TRAINER CONSULTANT

# The Association for Fostering and Adoption Cymru

# (AFA Cymru)

# BASED: Cardiff OFFICE

**Main Purpose of Job:**

* To be responsible to the Operational Manager for the maintenance and development of The Association For Fostering and Adoption Cymru (AFA Cymru) training and consultancy programme in Wales.
* To contribute to the development of AFA Cymru services, both individually and through joint initiatives and to represent and promote AFA Cymru's aims and objectives through the provision of a range of services suited to national regional and local needs.
* Trainer Consultants have a significant role in income generation. A full-time trainer consultant will be expected to provide a minimum of 65 direct training or consultancy income units per year.

The post is 37 hours per week, and will be based at the office base in Cardiff

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| **MAIN DUTIES** | |
| **Training & Consultancy** | * To actively market training and consultancy services to agencies across Wales and individually contribute to the income generation targets for AFA Cymru * To creatively devise ways of helping agencies identify their training and consultancy needs which may include any aspect of the agency's child care policy, practice and organisation. * To design, deliver and evaluate training courses for agencies using a variety of training approaches, including adherence to agreed quality standards. * To hold joint or individual responsibility for the planning and organisation of conferences, seminars and workshop programmes in Wales and within the programme to take responsibility for the decisions relating to the content and delivery of material in relation to specific events. * To facilitate professional Special Interest Groups for members as designated by the Service Manager/ Operational Manager. * To provide consultancy as determined by needs of commissioner, particularly in relation to adoption, fostering and other child care related services. * To advise member agencies on the implementation of new legislation, regulations and statutory guidance as directed by Welsh Government. * To assist with the development of training materials and publications. * To undertake agreed evaluation of all training and collate feedback in the agreed AFA Cymru format. * To be aware of national and regional trends in fostering and adoption to enable a contribution towards AFA Cymru’s practice notes and research in this area. |
| **Shared Professional Responsibilities** | * To undertake regular visits to key commissioners and attend group meetings for voluntary and local authority agencies and for other professionals established both locally and regionally . * To participate in national and regional working parties and other AFA Cymru activities. * To provide quality information and advice on adoption, fostering and related services to agencies, the media and members of the public. * To organise and/or contribute to specific programmes, campaigns or projects which could assist in the development of child care services within Wales. * To be responsible for the development and servicing of such advisory groups, specialist committees and working parties as are necessary to serve member needs. * To produce promotional material, as appropriate. * To facilitate and respond to consultation documents circulated by the Welsh Government through collation of member responses or Special Interest Group representation or a via AFA Cymru working party. * To maintain and develop a practical understanding of adoption and fostering, for example through membership of an agency adoption/ fostering panel. * To maintain expert knowledge of all relevant legislation and guidance in accordance with Welsh Government Policy together with an understanding of child development, group process, adult learning theory and relevant research findings. * Any other duties that may reasonably be required from time to time. |
| **Administrative Tasks** | * With administrative staff, to maintain effective systems of administration for the services provided from/by AFA Cymru and to have responsibility for the financial planning of individual seminars & workshops; to monitor and record income generation incurred resulting from training and other services provided by the post; and to contribute materials as required to a shared learning platform      * To share responsibility for establishing and maintaining monitoring systems, including the keeping of statistical records. * To share responsibility for the income and expenditure through a general regard for proper financial economy. * To assist the regional administrator in ensuring that invoices are raised for services provided, financial accounts maintained and budgets adhered to. * To contribute to planning and review systems. |

**PERSON SPECIFICATION: TRAINER CONSULTANT**

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|  | **Description** |
| **Educational/ Professional attainment** | * Educated to degree standard * A recognised professional qualification in social work * Registered with the Care Council in Wales * Desirable : PGCE qualification |
| **Experience/ Knowledge** | * 2 years plus experience of direct training and accompanying evidence of training achievements. * Ability to devise, organise, present and evaluate training material. * Experience in child care practice and demonstrable knowledge and understanding of the law relating to fostering, adoption and child care law. * Experience of working within an agreed budget * Desirable: Experience of working within the voluntary sector * Desirable :Understanding of income generation targets |
| **Communication** | * Is able to effectively transfer key and complex information to a wide audience adapting the style of communication as necessary and ensuring that this information is understood. * Excellent and accurate standard of written and verbal communication |
| **Adaptability/ Flexibility** | * Is receptive or contributes to new ideas and approaches and adapts accordingly. * Ability to handle conflicting priorities, and deal with unusual incidents. |
| **Customer Service and Support** | Understands customer needs and provides customer satisfaction. Is able to give timely advice in response to enquiries from customers. |
| **Planning & Organising** | * Workload delivered within deadlines and to agreed standards. * Makes medium term plans for area. |
| **Teamwork** | * Has the ability to work effectively as part of a team. Covers others and has consideration of others needs and skills. * Acts in a supportive manner to the team. |
| **Continuous Improvement** | * Looks to improve efficiency and quality of service of own area via input to procedures and processes. * Keeps own skills up-to-date and develops a depth or breadth of knowledge in a particular area through learning. |
| **Problem Solving & Decision Making** | Understands and is aware of the range of options available in new or unfamiliar situations and is able to select the appropriate course of action to produce a logical, practical and acceptable solution. |
| **Creative & Analytical Thinking** | Combines fairly complex ideas or processes or rapidly evolving ideas and situations. Adapts others ideas and makes them relevant to the strategic aims of AFA / St. David’s |
| **Influencing, Persuasion & Negotiation Skills** | * Capacity to advise others and deal with sensitive issues in difficult situations inside and outside own area, negotiating riskier demands. * Negotiates difficult agreements with wide impact. * Is able to influence or persuade functional stakeholders and other members of staff who are not in team. |
| **Strategic Thinking** | Identifies best practice and applies to area. Analyses ideas and assists in the strategic direction of AFA/St.David’s Has an awareness of AFA strategy and own place within it. |
| **Personal qualities** | * Commitment to the implementation of AFA /St,David’s equal opportunities policies and procedures. * Desirable: The ability to communicate in Welsh or a commitment to learning Welsh |
| **Circumstances** | Post based in Cardiff but should demonstrate a willingness to travel throughout Wales including occasional overnight stays. |