



*JOB DESCRIPTION:*

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

**Job Profile**

<b>POST</b>	<b>Trainer Consultant - The Association for Fostering and Adoption (AFA) Cymru</b>
<b>TERM OF POST</b>	<b>Part Time</b>
<b>SALARY</b>	<b>£41,881 - £42,821 pro rata</b>
<b>SCALE POINT</b>	<b>38-39</b>
<b>HOURS</b>	<b>22.5 hours per week</b>
<b>ACCOUNTABLE TO</b>	<b>Deputy Director</b>
<b>LINE MANAGER</b>	<b>Operational Manager</b>
<b>BASE</b>	<b>Abercynon (AFA is flexible and is able to support remote / home working)</b>
<b>TRAVEL</b>	<b>Essential car user</b>
<b>Head Office</b>	<b>St David's Children Society, 28 Park Place, Cardiff, CF10 3BA</b>
<b>APPROVED</b>	<b>October 2020</b>

**ST DAVID'S VALUES**

St David's Children Society is a registered and approved voluntary adoption agency covering the geographical region of Wales. The person who holds this position is expected to be familiar with and have regard to the Vision, Mission and Values Statement of St. David's Children Society and work within that framework. He or she must be prepared to operate within the ethos of the charity.

**AFA Cymru**

The Association for Fostering and Adoption Cymru (AFA Cymru) is a busy 3<sup>rd</sup> 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 well as a range of childcare professionals.

AFA Cymru currently program manages the National Fostering Framework and works closely with the National Adoption Service and Welsh Government.

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

## THE ROLE

- 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.

## KEY TASKS

### TRAINING AND 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.

#### **KEY EXPECTATIONS**

- To work in a manner which is in keeping with the equal opportunities and anti-oppressive practice standards of St. David's Children Society
- To adhere to Health and Safety regulations and maintain a safe working environment
- To work accountably within all the organisation's policies and procedures, including acceptable usage of IT, Confidentiality, Data Protection and Equal Opportunities.
- To abide by the Social Care Wales Code of Practice for Social Workers, including post registration training and learning

#### **CONFIDENTIALITY**

It is expected that all St. David's employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment.

#### **QUALIFICATIONS AND EXPERIENCE**

The post holder will be expected to demonstrate his or her suitability for the post. See Person Specification for full details.

## PERSON SPECIFICATION: TRAINER CONSULTANT

<b>PERSON SPECIFICATION</b> <i>(To be read in conjunction with the Job Description)</i>	
<b>POST</b>	TRAINER CONSULTANT

1	<b>QUALIFICATIONS</b> (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> <li>• Educated to degree standard</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• A recognised professional qualification in social work</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Registered with the Care Council in Wales</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• PGCE qualification</li> </ul>		✓	Application Form

2	<b>EXPERIENCE</b> (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> <li>• 2 years plus experience of direct training and accompanying evidence of training achievements.</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Ability to devise, organise, present and evaluate training materials</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Experience in childcare practice and demonstrable knowledge and understanding of the law relating to fostering, adoption and child care law.</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Experience of working within an agreed budget</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>• Experience of working within the voluntary sector</li> </ul>		✓	Application Form/Interview

3	<b>KNOWLEDGE / SKILLS</b> (E = Essential D = Desirable)	E	D	Evidence to be derived from
<b>COMMUNICATION</b>				
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>• Excellent and accurate standard of written and verbal communication</li> </ul>	✓		Application Form/Interview
<b>CUSTOMER SERVICE AND SUPPORT</b>				
	<ul style="list-style-type: none"> <li>• Understands customer needs and provides customer satisfaction. Is able to give timely advice in response to enquiries from customers.</li> </ul>	✓		Application Form / Interview
<b>PLANNING &amp; ORGANISING</b>				

	<ul style="list-style-type: none"> <li>Workload delivered within deadlines and to agreed standards.</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Makes medium term plans for area.</li> </ul>	✓		Application Form / Interview /Test
<b>TEAMWORK</b>				
	<ul style="list-style-type: none"> <li>To work effectively as part of a team. Covers others and has consideration of others needs and skills.</li> </ul>	✓		Application Form / Interview /
	<ul style="list-style-type: none"> <li>Acts in a supportive manner to the team.</li> </ul>	✓		Application Form/Interview
<b>PROBLEM SOLVING &amp; DECISION MAKING</b>				
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓		Application Form
<b>INFLUENCING, PERSUASION &amp; NEGOTIATION SKILLS</b>				
	<ul style="list-style-type: none"> <li>Capacity to advise others and deal with sensitive issues in difficult situations inside and outside own area, negotiating riskier demands.</li> </ul>	✓		Application Form / Interview /
	<ul style="list-style-type: none"> <li>Negotiates difficult agreements with wide impact.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>Is able to influence or persuade functional stakeholders and other members of staff who are not in team.</li> </ul>	✓		Application Form / Interview /

4	<b>ATTITUDES &amp; VALUES</b> (E = Essential D = Desirable)	E	D	Evidence to be derived from
<b>ADAPTABILITY/ FLEXIBILITY</b>				
	<ul style="list-style-type: none"> <li>Is receptive or contributes to new ideas and approaches and adapts accordingly.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>Ability to handle conflicting priorities, and deal with unusual incidents.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>Experience of or willingness to learn how to use technology.</li> </ul>	✓		
<b>CONTINUOUS IMPROVEMENT</b>				
	<ul style="list-style-type: none"> <li>Looks to improve efficiency and quality of service of own area via input to procedures and processes.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>Keeps own skills up-to-date and develops a depth or breadth of knowledge in a particular area through learning.</li> </ul>	✓		Application Form/Interview
<b>CREATIVE &amp; ANALYTICAL THINKING</b>				
	<ul style="list-style-type: none"> <li>Combines fairly complex ideas or processes or rapidly evolving ideas and situations. Adapts others ideas and makes them relevant to AFA Strategy / St. David's.</li> </ul>	✓		Application Form/Interview
<b>STRATEGIC THINKING</b>				
	<ul style="list-style-type: none"> <li>Identifies best practice and applies to area. Analyses</li> </ul>	✓		Application

	ideas and assists in the strategic direction of AFA / St. David's Has an awareness of AFA /St. David's strategy and own place within it.			Form/Interview
<b>PERSONAL QUALITIES</b>				
	<ul style="list-style-type: none"> <li>• Commitment to the implementation St. David's equal opportunities policies and procedures.</li> </ul>	✓		Application Form/Interview
	<ul style="list-style-type: none"> <li>• The ability to communicate in Welsh or a commitment to learning Welsh</li> </ul>		✓	Application Form/Interview

<b>5</b>	<b>MISCELLANEOUS</b> (E = Essential D = Desirable)	<b>E</b>	<b>D</b>	<b>Evidence to be derived from</b>
	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> </ul>		✓	Application form
	<ul style="list-style-type: none"> <li>• Post based in Abercynon but applicant will need to demonstrate a willingness to travel throughout Wales to undertake their duties. This will include occasional evening, weekend work and overnight stays.</li> </ul>	✓		Interview