



# **Job description and person specification for Fostering Panel - Vice Chair**

## **Job description**

- To deputise for the panel chair in their absence and carry out all the functions of the chair's role as and when required.
- To prepare for panel meetings, reading papers carefully, identifying key issues.
- To participate in the panel meetings contributing to clear and well evidenced recommendations, with reasons. When chairing a meeting, the vice chair will facilitate the active participation of all members
- To ensure those attending Panel are treated with respect and courtesy.
- To exercise and promote anti discriminatory practice at all times.
- To attend and participate in the panel members annual training.
- To participate in the annual appraisals.
- In the chair's absence, to be involved in the appointment and induction of new panel members and in any consideration about terminating the appointment of a panel member.

## **Person specification**

### **Experience and knowledge**

- Good understanding of the fostering process.
- Knowledge of the purpose and function of the Panel including the relevant legislation and regulatory framework
- A sound knowledge and understanding of safeguarding.
- Good knowledge of the complex, diverse needs of children in care and the skills and qualities required by foster carers.

### **Skills and Abilities**

- To chair a complex meeting effectively.
- Good listening and communications skills
- The ability to read, process and analyse large amounts of complex and sometimes distressing information.

- The ability to make an assessment and to form a view, based on the written and verbal information presented to panel, and the confidence to articulate this at panel.
- The ability to use personal and/or professional knowledge to contribute to discussions
- The ability to engage all panel members constructively and make decisions on panel recommendation in a balanced and informed manner.,
- The ability to work co-operatively as part of a multi-disciplinary team.

### **Attitudes**

- A commitment to keeping children within their own family or community where this is possible and to maintaining contact between children living in foster families and their birth families where this appears to be in the child's best interests.
- A commitment to fostering as a way of meeting a child's needs where this appears to be in the child's best interests.
- A commitment to safeguarding and promoting children's welfare in foster care.
- A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexuality.
- An understanding of, and a commitment to, the need for confidentiality.
- A willingness to increase knowledge and understanding of issues through reading, discussion and training.