



## Position Description

**Position Title:** Manager - Foster and Kinship Care

**Portfolio:** Fostering Connections

**Work Type:** Full time (1.0FTE)/Ongoing

**Location:** Hybrid work plan – home, Melbourne CBD office with some travel in Victoria

**Payrate:** TBC

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## About the Centre

The Centre for Excellence in Child and Family Welfare is the leading voice for children and families in Tasmania and Victoria.

We listen to the experiences of children, families and the frontline workers who support them, using their insights to create programs and policy solutions that improve people's lives. We work with governments and our member organisations to continuously develop our committed workforce to truly meet the needs of those we support.

For over a century, the Centre has committed to keeping children, young people, their families and their carers safe, supported and involved in decisions impacting them. Every child deserves the opportunity to live a great life and grow up in a secure and nurturing environment with strong connections to family, community and culture.

*When children and families flourish, so does our whole community.*

The Centre cultivates a diverse and inclusive workplace committed to our team members' health, wellbeing and cultural safety. We believe diversity strengthens our teams, services, and organisations.

**We encourage applicants of any background, culture, gender identity, and experience to join us.**

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## Position Summary

This position has recently become available due to an internal promotion. The Manager, Foster and Kinship Care, is responsible for the strategic oversight, coordination, delivery and evaluation of the Fostering Connections program and for strengthening the Centre's policy, project and advocacy capability in foster and kinship care.

Fostering Connections provides a critical service point for the recruitment of foster carers in Victoria, supporting foster care agencies by maintaining a website and 24/7 enquiry line, as well as through campaign and branding to attract qualified carers into the system. It requires up-to-date knowledge about the foster care system, existing and emerging challenges, evidence-informed practice and potential solutions to issues. It also requires the ability to build, strengthen and maintain productive and sound relationships with service providers.



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Kinship care is the care provided by relatives or a member of a child's social network when a child cannot live with their parents. This role will help build the Centre's authority, influence and impact in promoting the needs of children in kinship care and their carers.

The role requires an understanding of the evolving policy context for foster and kinship care and the ability to work closely with stakeholders to support the Centre's foster and kinship care work, including advancing our advocacy.

The Manager, Foster and Kinship Care will host the Centre's foster care and kinship care networks. The role is also responsible for providing secretariat support to the CEO for the Foster Care steering group and the Out of Home Care network meetings.

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## Reporting Line

- **Reports to:** Deputy CEO, Director Social Policy and Research
- **Reporting to this role:** 2 staff currently

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## Key Accountabilities

### Fostering Connections

- Oversee Fostering Connections service planning, delivery and promotion, including delivering events, monitoring the budget, leading paid media negotiations, overseeing a high quality enquiry line, and strengthening data collection, reporting and performance of Fostering Connections against agreed KPIs
- Lead the development of the Centre's strategic approach to safeguard the future of Fostering Connections, including shoring up agency support and commitment to the service.
- Facilitate the sector's access to training and materials specific to Fostering Connections and, where appropriate, to foster and kinship care more generally
- Regularly update the sector and government on the work, relevance and critical importance of Fostering Connections.
- Collect, analyse and report on data to demonstrate the influence and impact Fostering Connections is having.
- Oversee the contractual requirements associated with the efficient and effective collection of data as part of Fostering Connections.
- Foster care and kinship care
- Maintain currency of knowledge about foster and kinship care and contribute to the Centre's policy positions and submissions based on this knowledge
- Identify a small number of strategic projects designed to promote the value, characteristics and principles of high quality home-based care
- Develop the Centre's access to foster and kinship carers to strengthen engagement and enable carer voice and lived experience to inform policy, practice and system improvement
- Develop resources for children and young people in foster and kinship care and opportunities for children and young people to provide perspectives on their needs and experiences
- Maintain and strengthen key stakeholder relationships, including foster and kinship care service providers, relevant Departments, relevant peak bodies and other external organization
- Convene and manage the Marketing and Recruitment Network, Foster Care Network, Kinship Care Network and participate in any other additional relevant working groups and sub-committees as required

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- Provide supervision and mentoring of relevant staff, supporting their professional growth

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## Key Selection Criteria

### Skills

- Proven capabilities and experience in project management, stakeholder engagement and strategic thinking
- Sound understanding of foster and/or kinship care, out-of-home care more generally, and/or the child and family services sector.
- Strong data analysis and reporting skills, with experience using data to inform decision-making
- Demonstrated ability to work independently and in a cooperative team environment, while exercising sound judgment and decision-making skills
- Excellent interpersonal, cross-cultural, communication, networking and negotiation skills and the capacity to interact at all levels of an organisation, including with executive and senior personnel in government
- High level organisational and time management skills, with the ability to manage and respond to changing priorities and deadlines
- Excellent conceptual, analytical and problem-solving skills
- Strong IT proficiency, including in Microsoft Office applications

### Experience

- Demonstrated experience in project management, including end to end delivery of complex projects
- Familiarity with and understanding of child and family services and/or out of home care system
- Experience in designing and delivering advertising and/or promotional campaigns

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## Qualifications and Requirements

- A tertiary qualification in a relevant area such as social work, community services, communications, project management or a related field.
- Conditional Employment Requirements

As part of The Centre's commitment to ensure the safety and wellbeing of all children employees are required to adhere to our Child Safe practices and policies. The successful applicant will require a **current Working with Children Check** and will be required to complete a **national police check**.

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## Organisational Accountabilities

The Centre is committed to creating a safe, inclusive and respectful workplace. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, LGBTQIA+ people and people with lived experience of the child and family services system.

The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy and requires staff to comply with its policies and procedures and statutory requirements.

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## Benefits of Working at the Centre

- Up to three days additional leave (pro rata) over Christmas/New Year period
- Family friendly flexible working arrangements
- A flexible hybrid work-from-home arrangement
- Paid parental/carer/study leave
- Individual annual budget for training and professional development
- A supportive and positive work environment
- Employee Assistance Program (EAP)
- Leave loading of 17.5%
- Tax reducing salary packaging (this boosts your income by reducing the amount of tax you pay), with additional Meal/Holiday accommodation benefit

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## To Apply

If you feel this role is right for you, we welcome your application. Please provide the following:

- Your resume
- A brief cover letter your interest in the role, relevant experience, and how your skills and experience align with the position (including short examples where appropriate).

If you would like to learn more about the role, please reach out to Maddy via email [madeleine.dowling@cfecfw.org.au](mailto:madeleine.dowling@cfecfw.org.au)

**This position is being recruited through an expedited process.** Applications will be reviewed as they are received, and the role may be filled before the closing date. We encourage interested candidates to apply as soon as possible. Applications will close once a suitable candidate is appointed.



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