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| *JOB DESCRIPTION:* **AFKA CYMRU – TRAINER CONSULTANT**  |
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| **POST** | Trainer Consultant  |
| **SERVICE**  | Association for Fostering Kinship and Adoption (AFKA) Cymru |
| **TERM OF POST**  | Part Time |
| **SALARY**  | £45,441-£47,420 pro rata |
| **SCALE POINT** | 37-39 |
| **HOURS** | 18.5 |
| **ACCOUNTABLE TO** | Deputy Director  |
| **LINE MANAGER** | AFKA Cymru Service Manager |
| **BASE** | Home  |
| **TRAVEL** | Essential Car User  |
| **APPROVED**  |  |

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| **ST DAVID’S / AFKA CYMRU VALUES**  |
| St David’s Children Society is a registered and approved Voluntary Adoption and Fostering Agency covering the geographical region of Wales. The person who holds this position is expected to have full regard to the values of the organisation and be prepared to operate within its ethos and its services’ vision and mission statements.The Association for Fostering, Kinship and Adoption (AFKA) Cymru is the brand name of the St David’s Children Society’s advice, training and consultancy service. AFKA Cymru is by law governed by St David’s Children Society. |
| **CORE STATEMENT OF POST**  |
| The principal purpose of the post is to work within AFKA Cymru as a Trainer Consultant who is responsible for developing and delivering good practice across the permanency sector to secure better outcomes for children across Wales.The Association for Fostering, Kinship and Adoption Cymru (AFKA Cymru) provides a range of training and consultancy 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 and kinship care and special guardianship, to adoption. Our Trainer Consultants support via training and consultancy to foster carers, kinship carers, adopters and special guardians as a well as a range of childcare professionals. AFKA Cymru works closely with the National Adoption Service and Welsh Government. AFKA Cymru has a proud history of providing an independent voice for Wales across the permanency sector. |
| **THE ROLE**  |
| * To be responsible to the Service Manager for the maintenance and development of The Association for Fostering, Kinship and Adoption Cymru (AFKA Cymru) training and consultancy programme in Wales.
* To contribute to the development of AFKA Cymru services, both individually and through joint initiatives and to represent and promote AFKA Cymru's aims and objectives through the provision of a range of services suited to national regional and local needs.
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| **KEY TASKS** |
| **Training and consultancy*** To research, design, develop, deliver and review learning and development for best practice for social workers, foster carers, kinship carers and adoptive parents.
* To research, design, develop, deliver and evaluate training courses for agencies using a variety of training approaches, including adherence to agreed quality standards.
* To creatively devise ways of helping agencies identify their training and consultancy needs which may include any aspect of the agency's childcare policy, practice and organisation.
* To hold joint or individual responsibility for the planning and organisation of conferences, webinars, 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.
* To provide consultancy as determined by needs of commissioner, particularly in relation to adoption, kinship, fostering and other childcare 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 AFKA Cymru format.
* To be aware of national and regional trends in fostering, kinship and adoption to enable a contribution towards AFKA Cymru’s practice notes and research in this area.

**Shared Professional Responsibilities*** To 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 AFKA Cymru activities.
* To provide quality information and advice on adoption, kinship, 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 AFKA Cymru working party.
* To maintain and develop a practical understanding of adoption, kinship 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 AFKA Cymru and to have responsibility for the financial planning of individual webinars & workshops 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 administrators in ensuring that invoices are raised for services provided, financial accounts maintained, and budgets adhered to.
* To contribute to planning and review systems.
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| **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 by whom AFKA Cymru is governed.
* 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
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| **CONFIDENTIALITY** |
| It is expected that all staff employed by St David’s Children Society/AFKA Cymru 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.  |
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| **QUALIFICATIONS AND EXPERIENCE** |
| The post holder will be expected to demonstrate his or her suitability for the post. See Person Specification for full details. |

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| **PERSON SPECIFICATION***(To be read in conjunction with the Job Description)* |
| **POST** |  Trainer Consultant for AFKA Cymru |
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| **1** | **QUALIFICATIONS**(E = Essential D = Desirable) | **E** | **D** | **Evidence to be derived from** |
|  | * A recognised professional qualification in social work e.g., Degree/DipSW
 | ✓ |  | Application Form |
|  | * Registered with the Social Care Wales or English equivalent
 | ✓ |  | Application Form |
|  | * PGCE qualification
 |  | ✓ | Application Form |
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| **2** | **EXPERIENCE**(E = Essential D = Desirable) | **E** | **D** | **Evidence to be derived from** |
|  | * Ability to devise, organise, present and evaluate training materials
 | ✓ |  | Application Form |
|  | * Experience in childcare practice and demonstrable knowledge and understanding of the law relating to fostering, adoption and child care law.
 | ✓ |  | Application Form |
|  | * Experience of working in a fostering, kinship, SGO or adoption team
 | ✓ |  | Application Form/Interview |
|  | * Experience of working within an agreed budget
 |  | ✓ | Application Form  |
|  | * Experience of working within the voluntary sector
 |  | ✓ | Application Form/Interview |
|  | * Experience of direct training and accompanying evidence of training achievements.
 |  | ✓ | Application Form/Interview |
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| **3** | **KNOWLEDGE / SKILLS**(E = Essential D = Desirable) | **E** | **D** | **Evidence to be derived from** |
| **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.
 | ✓ |  | Application Form/Interview |
|  | * Excellent and accurate standard of written and verbal communication
 | ✓ |  | Application Form/Interview |
| **Customer Service and Support** |
|  | * Understands customer needs and provides customer satisfaction. Is able to give timely advice in response to enquiries from customers.
 | ✓ |  | Application Form / Interview  |
| **Planning & Organising** |
|  | * Workload delivered within deadlines and to agreed standards.
 | ✓ |  | Application Form / Interview  |
|  | * Makes medium term plans for area.
 | ✓ |  | Application Form / Interview /Test |
| **Teamwork** |
|  | * To work effectively as part of a team. Covers others and has consideration of others needs and skills.
 | ✓ |  | Application Form / Interview / |
|  | * Acts in a supportive manner to the team.
 | ✓ |  | Application Form/Interview |
| **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.
 | ✓ |  | Application Form |
| **Influencing, Persuasion & Negotiation Skills** |
|  | * Capacity to advise others and deal with sensitive issues in difficult situations inside and outside own area, negotiating riskier demands.
 | ✓ |  | Application Form / Interview / |
|  | * Negotiates difficult agreements with wide impact.
 | ✓ |  | Application Form/Interview |
|  | * Is able to influence or persuade functional stakeholders and other members of staff who are not in team.
 | ✓ |  | Application Form / Interview / |
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| **4** | **ATTITUDES & VALUES**(E = Essential D = Desirable) | **E** | **D** | **Evidence to be derived from** |
| **Adaptability/ Flexibility**  |
|  | * Is receptive or contributes to new ideas and approaches and adapts accordingly.
 | ✓ |  | Application Form/Interview |
|  | * Ability to handle conflicting priorities, and deal with unusual incidents.
 | ✓ |  | Application Form/Interview |
|  | * Experience of or willingness to learn how to use technology.
 | ✓ |  |  |
| **Continuous Improvement** |
|  | * Looks to improve efficiency and quality of service of own area via input to procedures and processes.
 | ✓ |  | Application Form/Interview |
|  | * Keeps own skills up-to-date and develops a depth or breadth of knowledge in a particular area through learning.
 | ✓ |  | Application Form/Interview |
| **Creative & Analytical Thinking** |
|  | * Combines fairly complex ideas or processes or rapidly evolving ideas and situations.
 | ✓ |  | Application Form/Interview |
|  | * Adapts others’ ideas and makes them relevant to AFKA Strategy / St David’s.
 | ✓ |  | Application Form/Interview |
| **Strategic Thinking** |
|  | * Identifies best practice and applies to area. Analyses ideas and assists in the strategic direction of AFKA / St. David’s Has an awareness of AFKA /St. David’s strategy and own place within it.
 | ✓ |  | Application Form/Interview |
| **Personal qualities** |
|  | * Commitment to the implementation St. David’s equal opportunities policies and procedures.
 | ✓ |  | Application Form/Interview |
|  | * The ability to communicate in Welsh or a commitment to learning Welsh
 |  | ✓ | Application Form/Interview |
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|  | **MISCELLANEOUS**(E = Essential D = Desirable) | **E** | **D** | **Evidence to be derived from** |
|  | * Ability to speak Welsh
 |  | ✓ | Application form  |
|  | * 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.
 | ✓ |  | Interview |
|  | * Applicant must have access to transport to travel to venues across Wales when required.
 | ✓ |  | Application form |