

Kent County Council

Job Description: *Recruitment Coordinator*

Directorate:	Children, Young People and Education
Unit/Section:	Children's Services
Grade:	KR8
Responsible to:	Team Manager, Kent Fostering & Supported Homes Development Team

Purpose of the Job:

Develop, coordinate and manage strategies for the recruitment and retention of Foster Carers and Supported Homes Hosts to meet the needs of Children in Care and Care Leavers across the whole of the County.

Main duties and responsibilities:

- Develop a thorough understanding of foster carer and host requirements.
- Develop relationships with local community, faith and voluntary organisations
- Plan, organise and host recruitment events to source potential foster carers & hosts
- Collaborate with other local event organisers with relevant audiences
- Attend company organised events to manage recruitment and marketing related activities
- Work with recruitment, assessment and placement teams to identify key areas to source foster carers
- Share clear understanding of the fostering role, host role and recruitment process with all enquiries
- Monitor and report on campaign effectiveness
- Co-ordinate various communication and marketing activities for Kent County Council.
- Publish posts on the KCC website, Facebook, and other social media platforms
- Write and research engaging content for website, social media and newsletters
- Support the production of video content for online content
- Work with foster carers and hosts in developing case studies, stories and testimonials
- Produce videos for use on KCC website, Facebook and other social media platforms
- Co-ordinate supplies of promotional items and leaflets
- Ensure all work carried out is in line with agency brand guidelines
- Respond to and redirect leads received via social media platforms.
- Perform other ad-hoc duties for marketing campaigns and tasks
- Develop systems and processes in liaison with Fostering Managers for recruitment techniques for foster carers
- Coordinate activity for National Fostering weeks each year, to maintain a high profile for Kent Fostering Service and for Kent County Council.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Recruitment Coordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level or equivalent in Business, Recruitment, Marketing or related field.
EXPERIENCE	<ul style="list-style-type: none"> Experience in marketing or recruitment. Experience in organising events. Experience in managing social media accounts. Understanding marketing principles. Experience in customer facing role and building relationships.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Able to work on own initiative and as a member of a team. Exceptional communication skills. Excellent organisational and time management skills. Ability to work under pressure and meet tight deadlines. Flexible and adaptable team player. Exceptional IT proficiency Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day Ability for flexible working at weekends and evenings is essential.
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of media or advertising techniques to gain a high public profile for the service.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Good interpersonal and communication skills An interest and enthusiasm in Fostering Tact, discretion, and diplomacy
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>