

Kent County Council

Job Description: *Kent Supported Homes Recruitment and Training Officer*

Directorate	Children, Young People and Education
Unit/Section	18 + Accommodation Team
Proposed Grade	KSE
Responsible to	18+ Accommodation Team manager

Job Purpose

To play a key role in the recruitment, assessment, approval, training and ongoing development of Kent Supported Homes hosts across Kent. The post holder will ensure that all hosts are assessed and approved in accordance with safeguarding requirements, safer recruitment practices, service standards and relevant legislation. This will involve travel inside and outside of Kent (if a young person has been placed with connected hosts residing outside the Local Authority area).

The role is responsible for coordinating all aspects of the host approval process, delivering and monitoring training, providing professional guidance and support to hosts, contributing to service development initiatives and maintaining high standards of quality assurance and regulatory compliance.

The role will involve supporting the Accommodation Team at targeted recruitment and information events, supporting with the delivery of training and presenting applicants to the Fostering Panels.

Accountabilities

1. Undertake comprehensive assessments of prospective Kent Supported Homes hosts, including kinship arrangements, through initial visits, information gathering, risk assessment, analysis of applicants' suitability and the completion of detailed assessment reports. Make evidence-based recommendations regarding approval, ensuring assessments are completed within agreed timescales and in accordance with service standards.

2. To fully vet all applicants for suitability of working with children and young adults including undertaking Disclosure and Barring Service (DBS) checks and all other checks and references following safe recruitment procedures.

3. Prepare comprehensive documentation and present prospective hosts to panel, providing professional analysis, recommendations and responses to questions regarding the assessment. Liaise with panel advisers, managers and administrative teams to ensure applications progress effectively through the approval process

4. Coordinate, deliver and support training for prospective and approved Kent Supported Homes hosts. Provide advice, guidance and support throughout their learning journey and contribute to the development and review of training materials and resources to ensure they remain current, relevant and reflective of legislation, policy and best practice.
5. Provide advice, guidance and support to prospective hosts throughout the assessment and approval process. Promote understanding of safeguarding responsibilities, professional boundaries, Supported Accommodation standards and Kent Supported Homes expectations to help prepare hosts for their role and contribute to positive outcomes for young people.
6. Contribute to the continuous development of the Kent Supported Homes Service through projects, audits and the review of processes, resources and training materials. Identify opportunities to improve systems and outcomes for hosts and young people.
7. Develop and maintain effective working relationships with internal and external stakeholders, including social workers, accommodation officers, training providers, panel members and other professionals. Work collaboratively to promote positive outcomes for young people and ensure the effective delivery of the Kent Supported Homes Service.
8. Contribute to regulatory compliance and inspection readiness through auditing, documentation reviews and the implementation of relevant legislation, regulations and quality standards.
9. Support the ongoing recruitment of Kent Supported Homes hosts through the planning and delivery of recruitment campaigns, information events, presentations and promotional activities. Provide accurate information and advice to prospective hosts, respond to enquiries and contribute to the development of recruitment resources and engagement initiatives designed to increase awareness of the service and attract suitable applicants

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 and Training Officer*

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	Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People
Experience	• Previous experience of working with young people and / or families preferably fostering or local authority. • Experience of completing assessments. • Experience of systemic practice e.g. signs of safety.
Skills and Abilities	• Skilled in undertaking evidence-based assessments, drawing upon relevant legislation, guidance, research and best practice. • Strong analytical thinking with the ability to identify strengths, risks, gaps and areas requiring further exploration. • Excellent report writing and written communication skills. • Confident in recording, analysing and presenting information, including conflicting views and perspectives. • Strong interpersonal skills with the ability to build effective relationships with hosts, colleagues and partner agencies. • Effective interviewing and information-gathering skills. • Confidence in undertaking professional discussions and reference verification conversations with sensitivity and professional curiosity. • Sound judgement when exploring concerns, assessing risk and making recommendations. • Professional curiosity and a willingness to respectfully challenge and explore difficult or complex issues. • Excellent organisational and time management skills, with the ability to manage competing priorities and meet deadlines. • Self-motivated whilst also working collaboratively as part of a team. • Confidence in presenting information within panel and multi-agency settings. • Skilled in delivering engaging training, presentations and information sessions. • Ability in supporting, coaching and guiding hosts throughout assessment, approval and training processes. • Creative, solution-focused approach to problem solving and service development.

	• Strong IT skills and proficiency in using recording systems, databases and Microsoft Office applications. • Commitment to equality, diversity and inclusion and anti-discriminatory practice. • Commitment to reflective practice, continuous learning and professional development.
Knowledge	• Child and adolescent development. • The needs and experiences of care experienced young people. • Trauma-informed practice and its impact on behaviour and relationships. • Equality, diversity, inclusion and anti-discriminatory practice. • Relevant legislation including The Supported Accommodation Regulations 2023, the Children Act 1989, Children (Leaving Care) Act 2000 and Children and Families Act 2014. • Data protection, GDPR and information sharing requirements.
Kent Values and Cultural Attributes	Kent Values: • 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 Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making