

# Job Description

**JOB TITLE:** Panel Members  
**PERSON REPORTS TO:** Panel Chair and Registered Manager

## PURPOSE OF THE JOB

To join FFF's central list, and provide independent oversight of the recruitment, assessment and review of foster carers .

## JOB CONTEXT

To be an active and effective member of the fostering panel, making informed, evidence-based recommendations on the approval, review, and continued suitability of foster carers, in accordance with fostering regulations and Family First Fostering policies.

## MAIN DUTIES

- Prepare for each panel meeting, by reading and reviewing all paperwork and reports provided (e.g., Form F Assessments, Annual Reviews) to make a recommendation regarding the suitability of foster carers.
- Attend fostering panel meetings and contribute to discussions in a respectful, analytical, and constructive manner, and ask appropriate questions and seek clarification to ensure the panel has sufficient information to make informed recommendations to aide in decision making regarding a foster carer / prospective foster carer's approval.
- Make independent and reasoned contributions, using knowledge, experience, and judgement based on national standards and statutory guidance, and /or personal and professional knowledge and experience.
- Maintain high standards of integrity and professionalism at all times.
- Participate in induction, training, performance appraisal, and panel member development opportunities as required.
- To participate, with other members, in advising on policy and procedural matters as required.
- To address diversity issues and promote anti-discriminatory practice.
- To keep up to date with relevant legislation, guidance, and developments in fostering.
- To promote the welfare and best interests of children at all times.
- To declare any conflicts of interest and withdraw from discussion or decisions as appropriate.
- To respect and maintain confidentiality of all panel discussions and documentation.
- To contribute to the continuous improvement of the panel's functioning and effectiveness.
- To assist in the quality assurance of the agency, by providing feedback on the quality of reports, safeguarding, and regulatory compliance
- Uphold the principles of safeguarding, confidentiality, anti-discriminatory practice, and equality.

## Person specification

**Job Designation:** Panel Member  
**Reports to:** Panel Chair and Registered Manager

ESSENTIAL      METHOD      OF  
 DESIRABL      ASSESSMENT  
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| EDUCATION/ QUALIFICATION  |   |                              |
|---|---|------------------------------|
| Relevant professional qualification (e.g., Social Work, Education, Health, Youth Work, Mental Health, Psychology, etc.) OR lived experience as a foster carer, care leaver, etc | E | Application Form             |
| Commitment to ongoing learning and development  | E | Application Form & Interview |
| EXPERIENCE & KNOWLEDGE  |   |                              |
| Experience working in a social care, education, or fostering environment.   | D | Application Form & Interview |
| Good understanding of the needs of looked after children and fostering.   | D | Interview                    |
| Awareness of fostering regulations, guidance, and National Minimum Standards.   | D | Application Form & Interview |
| Experience of attending or sitting on a fostering / adoption panel  | D | Application Form & Interview |

|  |   |                              |
|--|---|------------------------------|
| Experience using social care recording systems (e.g., CHARMS).   | D | Application Form & Interview |
| Understanding of safeguarding and child protection issues.   | E | Interview                    |
| Understanding of the assessment process and reviews of foster carers.  | D | Interview                    |
| <b>SKILLS &amp; ABILITIES</b>  |   |                              |
| Excellent verbal communication.  | E | Application Form & Interview |
| Strong organisational and time management skills.  | E | Application Form & Interview |
| Ability to assess risk and make informed decisions, which prioritise the wellbeing of children and young people.                         | E | Application Form & interview |
| Ability to read and retain large quantities of information.  | E | Application Form & interview |
| Confident in IT systems and databases.   | E | Application Form & interview |
| Adaptability to fast-paced and changeable environments.  | E | Application Form & interview |
| Ability to work according to the companies Policies and Procedures   | E | Application Form & Interview |
| Ability to work as part of a team  | E | Application Form & interview |
| Ability to work independently and demonstrating initiative whilst working in line with Family First Fostering's Policies and Procedures. | E | Interview                    |
| A willingness to increase knowledge and understanding of issues through reading, discussion and training                                 | E | Interview                    |

| PERSONALITY  |   |                              |
|--|---|------------------------------|
| Enthusiastic   | E | Interview                    |
| Highly motivated   | E | Interview                    |
| Empathetic   | E | Interview                    |
| Confident sharing views and opinions   | E | Interview                    |
| OTHER REQUIREMENTS   |   |                              |
| Able to demonstrate a commitment to equal opportunities principles and practice. | E | Application Form & Interview |
| Satisfactory Enhanced Disclosure Barring System Checks (DBS)                     | E | Application Form & Interview |
| Satisfactory References  | E | Application Form & Interview |
| Right to work in the UK  | E | Application Form & Interview |