

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

TEAM MANAGER – ADOPTION, FOSTERING AND ADULT PLACEMENT

ERN06628

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application



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DEPARTMENT:	Health & Social Care Partnership
JOB TITLE:	Team Manager – Adoption, Fostering and Adult Placement
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	1
GRADE:	12
HOURLY RATE:	£29.14 - £30.95
ANNUAL SALARY:	£53,177 - £56,480
HOURS PER WEEK:	35
LOCATION:	Barrhead

East Renfrewshire Health and Social Care Partnership have been on a journey to redesign services so that the voices of children and young people are at the heart of what we do. We have a strength based, family minded approach which prioritises listening to children and young people and getting alongside them and their parents and carers so that together, we can deliver better outcomes for families and make East Renfrewshire the best place to grow up.

We are looking for an enthusiastic individual who has the right values, experience and leadership to work within our Fostering, Adoption and Adult Placement team. The postholder would also hold direct line management for our Advanced Practitioner Social Worker for Kinship. Following our recent success in our inspection across all three registered services, we are looking for a manager who will strive to develop, support and guide the team to deliver a service that supports the



ethos and vision of our Children's Services and maintain the areas of strength identified by the Care Inspectorate.

You will be involved in financial and other resource administration, performance management, and service development and will be expected to promote targeted interventions across a range of required supports and statutory responsibilities across all four services.

Applicants will hold a professional social work qualification and be able to demonstrate considerable social work experience, whilst previous supervisory experience and excellent organisational, analytical and communication skills will be an advantage.

This post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children and protected adults. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

This post requires Scottish Social Services Council (SSSC) registration. You must currently have registration or eligibility to apply from commencement of employment (you must apply to register within the first 3 months of employment to ensure registration is complete within 6 months of starting in your role).

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal



referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

Recruitment Dates

Closing date for applications: midnight on Sunday 08 November 2026

Shortleat date: 11 November 2026

Interview date: 25 November 2026

If you would like an informal discussion about the post, please contact Cheryl Mitchell, Service Manager, on 0141 577 8300 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips



The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department:	Health & Social Care Partnership
Division/Section:	Children's Services
Job Title:	Team Manager (Adoption, Fostering and Adult Placement)
Responsible to:	Service Manager
Grade:	12
Date Revised:	2026
Purpose of the Role:	To provide flexible services to foster, adoptive, supported and short-break carers, children, young people and their families in line with legislation and statutory duties including the Children and Young People's (Scotland) Act 2014. To ensure practice reflects the principles of Getting it Right for Every Child (GIRFEC) and the Promise. To develop and maintain practices and systems that ensure effectiveness is monitored, evaluated and improved in line with Health and Social Care and Scottish Government expectations.

Responsibilities

1. To ensure that statutory social work duties are fulfilled (including for regulated care services), providing effective staff supervision and direction including out of hours support as required; to ensure that workloads are managed and services delivered in line with local and national standards.
2. To advise appropriately on the impact of new legislation and other initiatives affecting the service.
3. Ensure effective systems and communications are in place that encourage appropriate referrals, allocation of service, timeous, appropriate interventions and reviews of outcomes.
4. To ensure the competent and comprehensive assessment of need and parenting capacity which considers the impact of historical trauma and harm for children and young people to ensure that children, young people and families achieve better long-term outcomes.



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5. To manage/deliver service outcomes in the most efficient and effective way that delivers the Council's corporate objectives, plans and contributes to the production of service plans.
6. Work as part of the wider children and families management team, progressing the development of social work and children's health services, to be knowledgeable about and ensure the implementation of evidence-based practice and interventions.
7. To ensure supervision and development of staff, including completion of the Annual Conversation process and reviews of practice.
8. To be responsible for consultation, training and staff development needs and for ensuring that methods deployed reflect effective practice in line with current developments in Social Work.
9. To progress effective partnership working with other Council departments and external agencies, including contributing to the process of contracting and commissioning services.
10. To have operational responsibility for Budgets and demonstrate skill in strategic planning and financial management including securing appropriate external funding.
11. To prepare and contribute to reports for the Council, Committees, or working parties and to attend these meetings as required.
12. To monitor and review planning and performance information and other activities required to meet strategic and operational requirements and ensure that management information is used to prioritise service development.
13. Implement departmental policies and procedures including the Council's Health & Safety Policy and Codes of Practice and the Scottish Social Services Council Codes of Practice and work within the legislative framework for social work services
14. Responsible for People Management including managing team performance and providing feedback. Managing sickness absence in line with policy and support team wellbeing. Holding regular one-to-one meetings to guide and address concerns. Support learning and development of team members.
15. To promote the work of the Health & Social Care Partnership in consultation with service users and the wider public to continuously improve services
16. To undertake other appropriate duties as may be determined by the Director of the Health and Social Care Partnership.

This job description is indicative of the nature and level of responsibilities associated with the post. It is not exhaustive and the post holder will be required to undertake other duties and responsibilities commensurate with the grade and as identified by the Chief Social Work Officer or Senior Manager as appropriate.



PERSON SPECIFICATION



POST OF:	Team Manager (Adoption, Fostering and Adult Placement)	DEPARTMENT:	HSCP
GRADE:	12	SERVICE:	CHILDREN AND FAMILIES
ATTRIBUTES	ESSENTIAL	DESIRABLE	
PROFESSIONAL / EDUCATIONAL QUALIFICATIONS OR EQUIVALENT WORK EXPERIENCE	Diploma in Social Work or equivalent Qualification in Social Work Registration with the Scottish Social Services Council (SSSC) or eligible for registration from commencement of employment		
RELEVANT WORK / OTHER EXPERIENCE / SKILLS	Be able to demonstrate the ability to guide staff through the complexity of the demands of a regulated service setting Be able to apply national policies and legislation within children & families social work, including in relation to fostering, adoption and supported care services Supervisory experience Ability to prioritise workload Experience and understanding of Adult Support and Protection Act and council officer duties Ability to manage service priorities and work to tight timescales	Responsibility for budget /budget management	



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	Ability to monitor and analyse service provision and note and communicate areas for improvement Ability to apply flexibility in the support and mentoring of individual staff	
PERSONAL QUALITIES / BEHAVIOURS	Report writing skills Good communication skills IT or information system knowledge	
PEOPLE MANAGEMENT	Previous experience of managing people is essential	
LEADERSHIP COMPETENCIES	• Leads with Purpose: Leaders demonstrate integrity and align the work they are responsible for with our organisational goals, culture and values. They behave with professionalism, following up on commitments and using their expertise to maximise positive outcomes. • Grows Self and Others: Leaders live by our values to empower others, support growth, and celebrate contributions, building a stronger organisation for the future. They develop talent, build confidence, and foster a culture of continuous learning and innovation for themselves and others. • Nurtures Partnerships: Leaders build meaningful relationships based on trust and respectful	

	communication. They lead with a 'One Council, One Team' mindset to achieve shared goals across teams, services and our community.	
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Ambition



Kindness



Trust