

Children and Families Across Borders
Recruitment Pack



About CFAB

CFAB is the only UK charity with an international children's social work team and the only UK member of the International Social Service (ISS) network. We identify and protect the most vulnerable children who have been separated from their families in complex and often dangerous situations due to conflict, trafficking, migration, family breakdown or asylum-related issues.

Working with partners in 130 countries, we are experts in social work in an international context, cross-border child protection cases, care proceedings requiring cross-border cooperation and overseas placements.

WHY WORK FOR CFAB?

Everyone in our diverse and friendly team helps to make a positive difference to the lives of children who have become separated from their families. There are lots of ways to make an impact. From raising funds, to social work, to influencing policies and planning budgets, each role contributes to our vision of ensuring every child has access to care, protection and a safe family environment.

Our values of professionalism, impartiality and respect underpin everything we do to provide care and protection for children in need, and to reunite them with family wherever possible.

These values also provide a framework for the way we work at CFAB.

Staff Benefits

We value our staff and provide a competitive package of benefits which includes:

- 26 days of annual leave plus 2 personal days per year
- 5% Employers Pension Contribution
- An Employee Assistance Programme with access to private GP appointments, mental health support and retail and leisure discounts
- Flexible and hybrid working
- A Time Off in Lieu (TOIL) policy for overtime
- 7 hours of volunteering leave per year
- A generous training allowance
- Long-term Service Awards
- Employee Recognition Awards
- Access to a Working from Home Equipment Fund
- Eye Care Scheme
- Regular Social Events

Job Title: Inter-Country Social Worker

Reporting to: Service Manager, ISS Team

Hours: 35hrs per week (full time)

Salary: £40,000 (inclusive of London Weighting)

Contract Type: Permanent

Location: Both home and office based (hybrid)

Application deadline: To apply, please send a full CV and covering letter detailing how you meet the requirements of the role and outline why you are interested in working for CFAB to <https://system.citrushr.com/Job?uid=schnsdhjrtdpupnrftfu>. Applications must be received by 5:00pm on 15 October 2026. Interviews will be conducted on a rolling basis. We reserve the right to close this vacancy early should a suitable candidate be identified, so early applications are encouraged.

As a cross-border, cross-culture children's charity, Equality, Diversity and Inclusion is at the heart of what we do. We are committed to fostering a workplace that promotes mutual respect and allows equal opportunity for all. We seek applications for candidates with diverse backgrounds including, but not at all limited to, family overseas, experience being raised by non-biological parents, ethnic minority communities and people with health conditions or impairments.

Main Purpose of Role

CFAB is a national charity and the UK-branch of the International Social Service network. Our social work team helps to resolve cases involving child protection, children in care, and vulnerable adults when the case crosses international borders. CFAB social workers offer advice and guidance to individuals and local authorities and help to link social work services between the UK and another country. CFAB social workers engage in direct work with beneficiaries through kinship assessments and risk assessments.

The main purpose of the role is: to manage a caseload of complex cases originating in the UK or overseas which involve child protection issues; to support, advise and quality assure the work of social workers in other countries; to deliver training to professionals on issues related to international social work, and: when needed, to complete kinship assessments of family members who have come forward to care for a child in care.

Note: Whilst there are some opportunities to complete direct work with service users, such opportunities are limited as the focus of the role involves supporting social workers abroad and delivering training to UK Local Authorities.

Main duties, tasks and key results

- 1. To hold a caseload of allocated cases originating in the UK or overseas**
 - Quality assuring complex kinship and parenting assessments completed by social workers abroad for court proceedings in the UK.
 - Managing complex cases requiring liaison with local authorities or individuals in the UK, and the relevant authorities overseas to resolve the case;
 - Assessing cases referred to CFAB, identifying the intervention required and the resources/agency to undertake it
 - Preparing information for referral abroad or to an agency in the UK;
 - Establishing, developing and maintaining relationships with clients and/or agencies in the UK and overseas to ensure the progression of cases to resolution;
 - Ensuring that all cases are dealt with in a manner consistent with CFAB guidelines and Social Work England's professional standards;
 - Undertaking the required administrative tasks.
- 2. To participate in running the Advice Line service and responding to enquiries made to CFAB**
 - Offering advice to local authorities, NGOs and individuals
 - Advising on referral procedure and fees
 - Sending follow-up documents to enquirers
 - Liaising with overseas partners for advice and to establish if services are available
- 3. To provide training to local authority professionals**
 - Deliver training sessions, jointly and single-handedly, to UK authorities on issues relating to international child protection, e.g. international social work and international child protection
 - Present on CFAB's behalf to conferences, as required.
- 4. To undertake social work assessments**
 - Undertake kinship assessments of individuals in the UK who have applied to care for a child within their family who is in care in another country;
- 5. To support the development of the Social Work Team and wider CFAB team through:**
 - Participation in social work and CFAB team meetings
 - Regular supervision meetings with line manager
 - Representing CFAB to external partners
 - Contributing to special projects as required
- 6. To be adaptable and willing to take on new roles and responsibilities as the services of CFAB develop in response to the changing needs**
- 7. To maintain up to date knowledge of legislation and policies affecting the work of CFAB to ensure a high quality consultancy service to service users.**
- 8. To present, represent and promote the organisation to a range of audiences and settings, including promotional events.**

SKILLS/ABILITIES/KNOWLEDGE

Essential

1. Right to work in the UK
2. Qualified social worker and registered with Social Work England
3. A thorough and in-depth knowledge of safeguarding issues and all relevant UK legislation and knowledge of international regulations.
4. Strong reporting writing and analytical skills with an ability to quality assure complex assessment reports
5. Ability to use discretion and judgement when dealing with sensitive and confidential information.
6. Ability and commitment to undertake all duties and interactions with employees, partner providers and customers fairly, without unlawful discrimination, and with due regard to CFAB's equality, diversity and health and safety policies.
7. Knowledge and understanding of cross cultural social care issues and commitment to the charitable services CFAB provides.
8. Excellent spoken and written English.
9. Excellent ICT skills.

Desirable

10. Experience of conducting assessments to inform court proceedings in the UK
11. Experience of working for a charity or NGO
12. Experience of working in international child protection and/or in multicultural settings.
13. Ability to speak and write to a business level in a language relevant to CFAB's work other than English

Special issues

Occasional requirement to travel within the UK to complete assessments or deliver training.

Key external contacts

International Social Service network partners

Local Authorities across the UK

Additional Requirements

1. Ensuring adherence to necessary legislation e.g. Data Protection Act, Health and Safety Act

This job description is a non-contractual document and may be changed at any time by CFAB. All employees are expected to be flexible over the tasks/duties and responsibilities of their roles in order to meet the needs of both of CFAB and our service users/partners.