



The Children's Family Trust - a family for life

Staff Vacancies

The Children's Family Trust is a long established child-care charity with an enviable record of providing outstanding foster care, always putting the child's interests foremost and supporting its exceptional Foster Carers in a mission to provide high quality foster care.

We are proud of our reputation for providing high quality care for children and young people and we understand and value the vital role that all our staff play in achieving this.

The Trust is currently enjoying a period of significant expansion in both our West Midlands and North-East regions, so right now is an exciting time for you to join us, as we extend our coverage into the South of England and West Yorkshire. This expansion creates a need to build upon our Head Office support, based in Droitwich, providing extensive and broadly-based professional support to the Trustees, management and our staff, across all our regions.

If you want to be part of a growing children's charity, committed to making a positive difference in the lives of Looked After Children and young people, and are suitably experienced and qualified, we would be delighted to hear from you.

The Children's Family Trust is an Equal Opportunities Employer. All of our staff need an enhanced CRB clearance.

We now have vacancies for full-time staff in the following roles:

Business and Administration Manager – ref 02/12 **Starting salary c £43000.**

Applications for this role should reach us by **1st June 2012.**

The role:

- The Business and Administration Manager will take charge of all of the Trust's administration, in particular financial management, business planning, premises, tenders and contracts management, information management, regulatory compliance and all the associated reporting, both internal and external.
- You will be expected to make a major contribution to the Trust's future development, whilst ensuring the supporting systems and processes adapt and develop to support the service to our children, Foster Carers and Local Authority partners.
- The successful applicant will be a key member of our executive team and although based in Droitwich the role will involve regular travel to other parts of the UK.

Candidates:

- You will be educated to degree level and preferably be a qualified Accountant.
- Relevant background experience is desirable and may have been gained as a school bursar or with another third sector employer.
- You will be self-starting, team-oriented, output-focused and in tune with modern administrative practice.
- Experience with managing IT suppliers is essential and you will be proficient with accounting and payroll packages, particularly SAGE, as well as MS office applications, email and the internet.
- Proficiency in AppleMac systems and software would be an advantage

CFT Trust Administrator – ref 03/12

Starting salary £23,000 -£25,000, according to qualifications and experience

Applications for this role should reach us by **30th May 2012**.

The role:

- The Trust Administrator will be a capable senior administrator, providing a professional administration service for all CFT Head Office activities and to assist with Regional Office administration when required.
- Take charge of Human Resources and Payroll administration;
- Provide a management centre for Policies and Procedures and regulatory matters
- Provide PA support to the Chief Executive and Trustees;
- Source Trust-wide external services;
- Co-ordinate administration for Fostering Panel meetings;
- Assist with preparation of Local Authority tenders;
- Support administration development in new regions and
- Manage Trust-wide communications processes, such as the Trust's regular newsletter and website. .

Candidates:

- You will have a minimum of 5 GCSEs A-C grade, including English & Maths and preferably be educated to Degree/HND level.
- You may hold a professional Administration qualification.
- You will have experience of working in a multi-task environment with senior professionals from other disciplines and of providing a professional administration service to senior colleagues/officers of an organisation.
- You will be self-starting, team-oriented, output-focused and in tune with modern administrative practice.
- You will be proficient with MS office applications, email and the internet
- Proficiency in AppleMac systems and software would be an advantage.

What to do next

To apply for either role:

Please e-mail us for an Application pack at:

jobs@thecft.org.uk and we will send you the pack by email. Alternatively, for a copy by post, please contact David Firth-Clark, HR Advisor at:

The Children's Family Trust, 4-6 St Andrew's Road, Droitwich, Worcs. WR9 8DN, or by phone on 07799 863372.

For more information about the Trust, please review our web-site on www.thecft.org.uk

We hope to hear from you soon. Thank you.