

Suitability advisor Admissions and support team

JOB PACK

If you would prefer this read aloud, guidance is available [here](#).

OUR MISSION

Frontline is a charity with a mission to make life better for children at risk of harm, by improving the services that support them.

Hundreds of thousands of children experience or are at risk from abuse and neglect at home, sexual and criminal exploitation outside the home, and other harms. For these children, the right support and protection can make all the difference.

That's why we develop excellent practice and leadership in social work and other children's services. And we are cultivating innovative new approaches to child protection and driving positive systems change for children.

We are looking for enthusiastic individuals from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting social change for children and families. At Frontline we do this while striving to achieve a culture of freedom and responsibility, and working to become a truly anti-racist organisation. Read on to find out more about our culture and what we are looking for in this role.



FREEDOM AND RESPONSIBILITY: OUR CULTURE

To achieve our best work as a charity, we need to both let go of control and expect much more of one another. If we can manage this feat, you will be surrounded by a team who can solve problems, speak with candour, communicate expectations and give one another the space and support to achieve fantastic results for children and families. This is what we call a culture of freedom and responsibility.

How do we make it happen? Freedom without responsibility results in chaos – confusion, frustration, a lack of accountability. Responsibility without freedom breeds a rigid focus on following rules and process, even when professional judgement and creativity would produce better results. It can result in people doing things right without doing the right thing. Because of this, we need to have huge levels of both freedom and responsibility. The most important word is not freedom, nor responsibility, but **and**.



DIVERSITY AND INCLUSION

Frontline is an employer that takes equal opportunity seriously and seeks to walk the talk.

We believe that the strongest performing teams have a lot of difference in them. Our employees come from a range of backgrounds and with various expertise. We are committed to anti-discriminatory practice and are actively seeking to bring people with different lived experiences into the organisation. According to our most recent demographic survey, 30% of our employees are from racialised minority backgrounds, 6% are disabled, 18 are neurodivergent and 19% identify as LGBTQ+.

We are committed to being an actively anti-racist organisation. For us at Frontline, that means proactively tackling systems and structures that perpetuate and embed racism in our society.

We have a diversity and inclusion working group that includes employees from across all teams and levels including the people team and our senior leadership team. The group leads on recommendations for improvements in this area and implements initiatives to achieve equality for all.

We are committed to taking an inclusive approach to recruitment. We use a system called Pinpoint, which helps to remove bias from the selection process by anonymising applications. We ensure all of our employees have the relevant knowledge to support these aims. We design and deliver regular workshops and training around diversity, inclusion and belonging. We are proud to have won the ENEI Best Smaller Employer Award 2020.

If you're interested in hearing more about diversity and inclusion at Frontline, please feel free to contact people@thefrontline.org.uk.



OUR BENEFITS

We know that working here is more than just a job title. Our benefits are a way of recognising employees for the important work they all do.



Community

- Employee Affinity Groups (incl. LGBTQ+, Black Affinity Group, Racialised Minority, Disabled and Neurodivergent, Parenting Network)
- Employee Resource Groups (incl. D&I, Sustainability)
- Organisational away day once a year
- Regular social activities – virtual and in-person
- Social work roles can join the Fellowship after one year of service



Family

- Enhanced Occupational Maternity, Adoption, Paternity and Shared Parental leave policies
- Foster and kinship care policy – support and time off for training (up to 10 days)
- Time off for fertility treatment/IVF appointments



Flexible working

- Home-working around the needs of your role
- Flexibility around our core hours (10am-4pm)
- Mission aligned volunteering time (up to 3 days)



Learning and development

- CPD – L&D Calendar and apprenticeships
- Tailored, in-house workshops
- Coaching with qualified, professional coach
- Mentoring scheme for underrepresented groups



Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Holiday entitlement increases by one day every year after two years' service (up to max. 30 days)
- Buy up to five days annual leave a year



Health and well-being

- Employee Support Service – 24/7 confidential advice line and counselling
- Occupational Health support
- Life Assurance Scheme – death in service benefit of x3 annual salary
- Free eye test and flu vaccine
- Sabbatical after 3 years' service (up to 6 months)



Pay, pension and loans

- Transparent salary structure, job evaluation to ensure benchmarking and competitive pay
- Up to 8% employer pension contribution, via salary sacrifice
- Interest-free bike and season ticket loan
- Interest-free deposit loan for renting or buying a new home

THE ROLE

Reports to:
Senior Suitability Advisor

Salary:
£46,099.50 (or £49,486.25 including London Office Allowance) plus competitive pension

Contract:
Full Time, 12 months fixed-term with potential for extension

Location: Hybrid, 2 days a week expected in our London Office. Those living outside the M25 can opt to not receive London Office Allowance and agree a more flexible office attendance pattern at offer stage.

Closing date: 9am, Tuesday 26 August

Interviews:

First round: Monday 8 September (online via Microsoft Teams)

Second round: Thursday 11 September (online or in London office, dependent on location)



The team you will be working in:

As a member of the Admissions & support team, you will be supporting the recruitment and development of new social workers, who will then go on to change the lives of vulnerable children and families. You will play a key role in supporting the completion of all suitability checks (conduct, health and previous social care involvement) for [Approach Social Work](#) applicants, managing competing deadlines and multiple applicant cases at any one time.

The role requires a qualified social worker with experience of statutory practice and ideally substantial working knowledge of implementing reasonable adjustments in practice. The role involves primarily risk assessment to inform often difficult discussions around health, conduct and social care experience for applicants to Approach Social Work. Experience of taking part in panels, navigating sensitive discussion around criminal, conduct, previous social care involvement would be required.

THE ROLE

Job description:

Our suitability advisors are social work qualified and experienced members of the team who hold a vital position in ensuring all pre-programme checks are completed fully and fairly, for applicants to Approach Social Work. Suitability advisors are responsible for completing risk assessments where for applicants who disclose criminal, conduct, previous social care matters or disabilities which may need to be considered pre-programme. Suitability advisors also provide organisational guidance on conduct, reasonable adjustments and disability.

Key responsibilities:

- Processing of health, adjustment, conduct and social care involvement disclosures in relation to an applicant's suitability for the programme
- Attending and presenting at applicant suitability panels
- Working with our university partner to interpret learning and support plans and how these could be implemented in local authority placement
- Supporting the team and organisation with knowledge around disability and adjustments, in relation to the Equality Act (2010)
- Considering the highly complex individual situations of some applicants and reach decisions, when required, to proceed or not proceed with an offer when assessing against Social Work England (SWE) Professional Standards
- Work with external commissioned health experts to ensure suitability decisions are well informed and appropriate to a social work context
- Guide and support Frontline's delivery and partnerships teams in liaising with our local authority partners, so that reasonable adjustments are clear and implemented in a timely manner
- Maintain the accurate ongoing record keeping of suitability information, including the management of confidential and sensitive data
- Manage the day-to-day enquiries of the suitability team inbox



THE ROLE

Person specification:

Experience and Knowledge	Essential or Desirable	Where this will be assessed?
Social Work Qualified with experience in the statutory sector	Essential	Interview and Application
Ability to prioritise, risk assess and manage the coordination and delivery of multiple projects against deadlines	Essential	Interview and Application
Experience of managing difficult conversations around sensitive topics such as criminal history and misconduct	Essential	Interview and Application
Experience using Salesforce (or other CRM systems), analysing and working with data	Desirable	Interview and Application
Experience of working collaboratively across teams to create a supportive and compliant experience for a group e.g. Participants, staff, applicants	Desirable	Interview and Application



THE ROLE

Person specification:

Characteristics and Skills	Essential or Desirable	Where this will be assessed?
Excellent written and verbal communication, interpersonal and organisational skills	Essential	Application / Interview
A deep commitment to embedding EDI effectively across the organisation.	Essential	Application / Interview
Confident in delivering difficult but constructive feedback in a respectful way	Essential	Application / Interview
Thoughtful, insightful and curious about problems as they arise with the ability to take a creative and positive approach to solving complex challenges	Essential	Application / Interview
Ability to support other teams in advocating for applicants respectfully and curiously with external stakeholders	Essential	Application/ Interview

Diversity means stronger teams and we want Frontline to reflect the communities we serve. Therefore, we are actively seeking applicants from racialised minority backgrounds for this role. We are a disability confident employer and welcome applicants with disabilities. We ensure a diverse shortlist for all our roles, so when prompted, we encourage you to share this information with us if you are willing to do so.

Please let us know how we can make the recruitment process more accessible for you by emailing people@thefrontline.org.uk



THE ROLE

You may not have all of the experience or skills listed in this job pack but don't let that automatically put you off applying. If you have relevant experience and feel you would be a good fit for this role, we'd love to hear from you.

It is important to us that you are aligned with our values and committed to:

- working to deliver our [mission](#) and helping achieve our vision
- creating a culture of freedom and responsibility
- actively dismantling discrimination in your role

Requirements of the role:

- This role is ineligible for sponsorship and so all applicants must have the right to work in the UK.
- This post is subject to a police check of previous criminal convictions with the Disclosure and Barring Service (DBS)
- Social Work qualification and registered with Social Work England (SWE)

How to apply:

If this sounds like the right role and organisation for you, please apply by following [this link](#).

Please note that we reserve the right to close all roles early if we experience a high number of applications. If you think the role is a right fit for you, please apply as soon as you can.

Want to find out more?

Please contact:

Jennifer Parr, senior suitability advisor at jennifer.parr@thefrontline.org.uk

