

PAC-UK

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Adult Counselling Service Practice Manager
Responsible To: Head of Adult Counselling Service
Location: PAC-UK, London

Summary of job:

To responsibly assist in managing the practice of the Adult Counselling Service in London in order to continue to provide a specialist therapeutic service for adopted adults (as well as adults who grew up in other permanent placements), birth parents and other birth relatives, and adoptive parents as well as special guardianship carers.

Key tasks and responsibilities:

- To assist in delivering, coordinating and monitoring a consultation, assessment and counselling and intermediary service for adopted adults (as well as adults who grew up in other permanent placements), birth parents and other birth relatives, and prospective adopters, adoptive parents as well as special guardianship carers. This will take place in PAC-UK's London offices and according to ASA regulations, PAC-UK's policies and procedures and PAC-UK's strategic plan.
- To pro-actively and creatively assist in developing the Adult Counselling Service in light of existing and new theories and therapeutic approaches in the context of changes to the legal framework and government policy.
- To work closely together with the Head of the Adult Counselling Service.

- To assist in monitoring referrals and allocations.
- To liaise with local authority service managers, or other referrers with regard to individual cases.
- To assist in preparing costings of interventions, and to monitor the use of agreed funds.
- To assist in monitoring case records of the Adult Counselling Service.
- To co-ordinate and chair network meetings when needed.
- To manage and support the work of the Advice line as needed
- To keep active cases in mind especially with regard to safeguarding concerns and other complexities.
- To liaise regularly with PAC-UK's other Practice managers.

- To assist in individual supervision of team members.
- To assist with organising and participating in group supervision with outside supervisors (Consultant Psychotherapists).
- To be available for support to team members and clinical case discussion/supervision when needed outside formal supervision sessions.
- To support team members with Safeguarding concerns should these arise, and ensuring PAC-UK's Safeguarding Policies and Procedures are adhered to.
- To lead team meetings in the absence of the Head of the Adult Counselling Service.
- To attend supervision with the Head of Adult Counselling Service.

- To assist with the evaluation of the Adult Counselling Service: ensuring evaluation data is collected and computed.
 - To ensure that therapeutic resources are replenished, updated and developed according to the theoretical and practice models of the service.
 - To be involved in recruiting and induction of new team members and freelancers.
-
- To take a pro-active role in the promotion of the Adult Counselling Service.
 - To attend senior management or other internal meetings as required by the Head of Service or PAC-UK's Leadership team.
 - To represent PAC-UK at external meetings as needed.
 - To be available for management and supervision tasks that may very occasionally be needed by other PAC-UK Heads of Service.
 - To carry out any other duties that may reasonably be required by the Head of Service and Leadership team.
-
- To attend PAC-UK's training programme and outside training events where appropriate/needed in accordance with PAC-UK's training policy and procedures.
 - To deliver/facilitate the occasional training day or workshop for parents and professionals on behalf of PAC.
 - To quality assess and supervise (as required) the preparation of other team members who may deliver training on behalf of PAC-UK.
 - To liaise with PAC-UK's Training Manager as required.

Terms & Conditions

Salary: £38,237 – £41,025 pro rata.

Contract length: Fixed term of 1 year, with a strong possibility of extension.

Working hours: 3 days per week minimum (with a possibility of more days in the future).

Holidays: Leave entitlement for this post is 25 days per annum plus statutory bank holidays, pro rata.

Pension: PAC-UK provides a pension scheme starting at a 2% contribution in addition to the employee's contribution of 1% into a PAC-UK scheme under the government auto-enrolment guidelines. Up to a maximum of 5.12% contribution in addition to the employee's contribution of 5% can be applied into the scheme.

Contribution into the pension scheme is implemented after successful completion of his/her probationary period.

Closing date: **Tuesday 2nd May 2017 – end of day**

Interview date: **Tuesday 8th & Wednesday 9th May 2017**

PAC-UK's Equal Opportunities Policy and Procedures are attached, and are part of the terms of employment.