

JOB DESCRIPTION & PERSON SPECIFICATION

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



Summary of job:

To responsibly assist in managing the practice of the Adult Services 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 co-ordinating and monitoring PAC-UK's consultation, assessment and counselling and intermediary service for adopted adults/adults who grew up in other permanent placements, birth parents/other birth relatives, adoptive parents and 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 work closely together with the Head of the Adult Services.

- To assist with monitoring PAC-UK's contracts with Local authorities.
- To liaise with local authority service managers, or other referrers with regard to contracts and service provision arrangements for individual cases.
- To assist in preparing costings of interventions, and to monitor the use of agreed funds.
- To support team members with regard to administrative issues.
- To assist with organising group supervision with outside supervisors.
- 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 (with regard to internal systems) of new team members and freelancers.

- To assist with the evaluation of the Adult Counselling Service: ensuring evaluation data is collected and computed.
- To be involved in promoting the Adult Counselling Service.
- To represent PAC-UK at external meetings.
- To liaise regularly with PAC-UK's other Practice managers
- To be available for management tasks that may very occasionally be needed by other PAC-UK Heads of Service.
- To attend senior management or other internal meetings as required by the Head of Service or PAC-UK's Leadership team.
- To carry out any other duties that may reasonably be required by the Head of Service and Leadership team.
- To attend supervision with the Head of Adult Counselling Service.

Terms & Conditions

Salary: £38,237 – £41,025 pro rata.

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

- Working hours:** 3 days per week minimum or full-time
- 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:** **Sunday 11th June 2017 – midnight**
- Interview date:** **Wednesday 14th June 2017**

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