

JOB DESCRIPTION & PERSON SPECIFICATION



Job title: Child and Family Service Practice Manager
Responsible To: Head of Child and Family Service
Location: PAC-UK, London

Summary of job:

To responsibly assist in managing the practice of the Child & Family Therapeutic Service in London in order to continue to provide a specialist therapeutic service for adopted children and their parents (as well as children in other permanent placements, such as fostering or special guardianship, and their carers).

Key tasks and responsibilities:

- To assist in co-ordinating and monitoring a consultation, assessment and therapeutic service for adoptive /permanent placement families. 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 Child and Family Service.

- 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 assessments and interventions, and to monitor the use of agreed funds.
- To support team members with regard to administrative issues.
- To ensure that therapeutic resources are replenished, updated and developed according to the theoretical and practice models of the Service.
- To assist with organising group supervision with outside supervisors.
- 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 Child and Family Service: ensuring evaluation data is collected and computed.
- To be involved in promoting the Child & Family 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 Child & Family Service London.

Terms & Conditions

Salary: £38,237 – £41,025 pro rata.

Contract length: Fixed term for 1 year, with the 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.