

PAC-UK

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 delivering, coordinating and monitoring a consultation, assessment and therapeutic service for adoptive, prospective adoptive and permanent placement families in PAC-UK's London offices, 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 Child and Family Service in light of existing and new theories and therapeutic approaches.
- To work closely together with the Head of the Child and Family 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 assessments and interventions, and to monitor the use of agreed funds.
- To assist in monitoring case records of the Child & Family team.
- To co-ordinate and chair network meetings before/after assessments and therapeutic services.
- 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 Psychotherapist, Psychiatrist).
- 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 Child and Family Service.
- To attend supervision with the Head of Child & Family Service London.

- To assist with the evaluation of the Child and Family 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 Child & Family Service.
 - To attend senior management or other internal meetings as required by the Head of service or PAC-UK's Leadership team.
 - To occasionally represent PAC-UK at external meetings.
 - 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.
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- 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-UK.
 - 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.