



**Person Specification**  
**Advice Line Worker/ Outreach Counsellor – Outreach and PAC-UK Office**

<b>SPECIFICATION</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>1. QUALIFICATIONS/EDUCATION/KNOWLEDGE</b>		
1.1 A professional qualification in a relevant field e.g. counselling, psychotherapy, psychology, family therapy or social work	E	A
1.2 Registration with a relevant professional body i.e. HCPC, BACP, UKCP, UKRCP, BPS	E	A
1.3 Minimum two years' relevant post-qualifying experience in adoption work	E	A
1.4 Professional up to date knowledge of adoption law and practice	E	A, I
1.5 Evidence of a sound understanding of how adoption and permanency can affect everyone involved, whether they are birth relatives, adopted children and adoptive parents, or adults who were adopted as children	E	A, I
1.6 Knowledge of strategies for supporting parents with children with challenging behaviour	E	A, I
1.7 Trained in parenting techniques	D	A, I
1.8 Knowledge of Schedule 2 , access to birth records, access to adoption records and Intermediary advice and counselling	E	A, I
1.9 Knowledge of telephone counselling	E	A, I
<b>2. EXPERIENCE</b>		
2.1 Experience of counselling/professional work with those affected by loss, early trauma and attachment difficulties	E	A, I
2.2 Experience of counselling/professional work with all parties to adoption including permanency	E	A, I
2.3 Experience of counselling/professional work with couples and families	E	A, I
2.4 Experience of supporting adoptive parents/permanency carers with strategies for managing children with challenging behaviour	E	A, I
2.5 Experience of Schedule 2 and Intermediary work	E	A, I
2.6 Experience of telephone and Skype counselling	D	A, I
2.6 Active interest and experience of working with people of different racial, ethnic, cultural backgrounds	E	A, I
2.7 Experience of working sensitively with confidential material	E	A, I
2.8 Experience of delivering training in adoption related issues	D	A, I
2.9 Experience of running groups for adoption related issues	D	A, I
<b>3. ABILITIES – both aptitudes and skills</b>		
3.1 Ability to respond sensitively to highly distressed clients	E	A, I
3.2 Able to work independently as well as in a team setting	E	A, I
3.3 Good organisational and time management skills, ability to prioritise a busy workload	E	A, I, T

<b>SPECIFICATION</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW ASSESSED</b>
3.4 Excellent communication skills, both verbal and written	E	A, I, T
3.5 Willingness to utilise telephone and Skype as a means of delivering a counselling service	E	A, I
3.6 Computer literacy (Microsoft Word and Outlook)- ability and willingness to input sensitive data electronically	E	A, I
3.7 Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent PAC by telephone and in person	E	A, I
3.8 Willingness to travel in London and South East England	E	A, I
3.9 Ability to provide a broad spectrum of advice on adoption issues to professionals and members of the public alike	E	A, I, T
<b>4. VALUES</b>		
4.1 A commitment to PAC's mission statement and values	E	A, I
4.2 A commitment to working within PAC's anti-discriminatory/Equal Opportunities framework and Safeguarding Policy and Procedures	E	A, I
<b>5. AVAILABILITY</b>		
5.1 Willingness to occasionally work outside of normal working hours	E	A, I
5.2 Ability and willingness to travel	E	A, I

## **KEY**

A = Application

I = Interview

T = Task