



Adopter Development Coordinator
Adoption UK
November 2016

adoptionuk
for every adoptive family

Introduction

Dear Candidate,

Thank you for your interest in the role of **Adopter Development Coordinator** at Adoption UK.

Adoption UK is the leading charity providing support, awareness and understanding for those parenting or supporting children who cannot live with their birth parents.

Created more than 40 years ago by adopters for adopters; now with more than 11,000 members we provide a strong supportive community and the largest voice of adoption in the UK. Our community is connected by the need to understand the challenges of adoptive parents and to celebrate the rewards together.

We work closely with our colleagues in local authorities and voluntary agencies to provide the best support. As an adoption support agency we have been consecutively rated as 'Outstanding' by Ofsted for our services. We help adoptive families build brighter futures for vulnerable children. Our trusted family-finding service has helped many find new homes offering love and support, helping adopted children fulfil their potential.

We offer hope and understanding by providing vital support, training, community, and voice to all those involved in the adoption process which includes prospective adopters, adoptive families and professionals.

Our services are unique because they are developed by adoptive families for adoptive families.

We campaign tirelessly to ensure that adoptive families receive the support and encouragement they need to help make adoptions work.

Our Purpose

We offer the benefit of peer support, using a deeper level of understanding from experienced adoptive parents, enabling adopters and prospective adopters to benefit from those further along the path of adoption.

All adopted children have suffered the loss of being separated from their birth families.

Unfortunately many have experienced neglect and/or abuse in those families. Early trauma at a crucial time in their lives can lead to emotional, behavioural, educational and development difficulties. This in turn may affect their ability to form secure relationships in the future.

We are uniquely placed to raise awareness and understanding of the complexities of adoption by combining the knowledge and expertise from leading authorities in the field with the real-life experiences of adoptive parents.

We take the latest research and findings in child development and neuroscience and translate them into practical strategies for parents.

We offer a non-judgemental and safe environment in which to share the challenges and rewards of adoptive parenting. As a large community of adoptive parents we also have a strong voice and thus power to influence and challenge current prevailing beliefs amongst governments and the public.

Our Vision

Our vision is a world where all children and young people unable to live with their birth parents can find security and happiness with permanent families who have the right support to build brighter futures.

Our Values

- ‘ Supportive – we are a community, always here for each other
- ‘ Determined – to make a difference
- ‘ Hopeful – we believe all children can enjoy positive futures
- ‘ Understanding – we use our knowledge and empathy
- ‘ Open – we are transparent and accessible

Our Mission

In pursuit of our purpose we:

Provide **peer to peer support** through our online information, message boards, helpline and different levels of individual support, depending on need. All those providing this support communicate from their lived experience of adoption and/or professional expertise.

Influence decision makers through the knowledge and experience of our members and the wider adoption and long-term fostering communities. We carry out research, develop case studies and contribute to empirical evidence of what it is like to be an adopter or long-term carer of a child who is unable to live with their birth family in the 21st century.

Provide training and publications that set out to inform adopters, carers and professionals alike of the neurological and psychological effects of early childhood trauma and attachment difficulties. Adoption UK helps parents and carers to transform the lives of children, so that they can better overcome and come to terms with what has happened in their lives.

Job description

Job title: Adopter Development Coordinator

Responsible to: Senior Regional Manager

Hours of work: Minimum 15 hours per week

Duration: Fixed Term until 31/03/2017
(possibility of being extended)

Location: Home based, with travel between Local Authorities in the Regional plans
Able to work across the Yorkshire & Humber region but primarily in either the North and Humber, West or South parts of the region

Salary: £23,608 per annum pro-rata plus expenses



Job description

The Yorkshire & Humber (Y&H) consortium intends to develop a regional approach to adoption service delivery. The likely model at this stage, agreed by the region's Director of Children's Services (DCS) group, the Regionalisation Project Board (RPB) and the Consortium Executive Board (CEB), is to work to establish 3 sub-regional agencies with an overarching framework, a Hub, which supports the reach to develop the most specialist services, achieves economies of scale and consistency of practice and integrates public, third sector and user partnerships. Within the plans the RPB wishes to engage in a considered and fair manner with adoptive families from throughout the region using this time limited Development role.

MAIN PURPOSE OF THE JOB

- To gather the views of adoptive families from within the Y&H consortium via meetings and groups locally (at each Local Authority (LA)/Voluntary Adoption agency (VAA) level) and from within the Y&H consortium Adopter Voice forum, particularly those not currently represented.
- To represent these and capitalise on the opportunity to influence the adoption service provision within the proposed Y&H Regional Adoption Agency agenda for adopted children and their families.

MAIN DUTIES AND RESPONSIBILITIES

1. To develop and implement a strategy which ensures all adoptive families in the region are aware of and have an opportunity to consider and express views on current and future adoption services
2. To obtain the opinions, ideas and input from adoptive families using social media, as well as other mediums available
3. To represent Adoptive families on relevant Boards and Groups
4. To provide feedback to stakeholders, including LA/VAA's/Adoptive families and Adopter Voice forum, in a format agreed by the RPB.
5. To support with the facilitation of targeted forum meetings and discussions.
6. To attend meetings/conferences and other events where adoptive families will be present within the Y&H consortium.
7. To collate, dissect and advise the RPB of the views of Adoptive families within the Y&H consortium by using current LA/VAA adopter engagement forums and meetings.
8. To keep up to date with the information provided by the RPB and all other Boards within the proposed Regional structure.
9. To keep up to date with issues facing Adoptive families through reading of material provided by the relevant LA/VAA's, the proposed RAA and other external agencies, i.e. CoramBAAF, Adoption UK, PAC-UK
10. To work alongside, relevant staff from within the LA/VAA's to understand the current adoption service provision and influence the future adoption service provision.
11. To attend induction training and ongoing training and development as necessary.
12. To comply with all current policy for health and safety, equal opportunities, child protection and vulnerable adults, data protection, confidentiality and other policies.
13. To participate in regular supervision with the relevant party.

This job description is a guide to the nature of the work required and may involve other such duties as deemed necessary by the Organisation. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post-holder at significant points for the Organisation.

Person Specification

		ESSENTIAL	DESIRABLE	DEMONSTRATED BY
EXPERIENCE	<ul style="list-style-type: none"> ○ Personal experience of adoption as an adoptive parent ○ Experience of supporting adoptive parents on a peer level i.e. support group environment or as a buddy ○ Engaging and working in partnership with groups of adopters and professionals ○ Sound knowledge of current adoption issues and services, or be keen to develop such a knowledge as part of personal development ○ A keen interest in development of Adoption service delivery ○ Knowledge of attachment and trauma ○ An understanding of sources of support available to adoptive parents ie within schools, or children's services ○ Understanding of equal opportunity and anti-discriminatory principles and practices, specifically in relation to their relevance for adopted children, adopters and birth families 			CV/Application/Interview/All
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ○ Good communication and interpersonal skills ○ Good listening skills ○ Ability to represent the collective views of adopters without personal prejudice ○ Ability to challenge and influence in a tenacious and constructive manner ○ Ability to organise and facilitate meetings ○ Basic IT skills (e.g., email and word-processing) ○ Ability to use social media or willingness to learn ○ Ability to use your own personal experience alongside the experience of others to inform partnership working 			CV/Application/Interview/All
QUALITIES	<ul style="list-style-type: none"> ○ Enthusiasm and confidence for representing the voice of adoptive parents at a local and regional level ○ Empathy and an understanding of the issues facing adoptive 			

Person Specification

	<p>parents</p> <ul style="list-style-type: none">○ Confidence to create and/or maintain constructive partnerships, with LAs, VAs and other service providers○ A team player○ Tenacity and drive○ Ability to be objective retaining empathy for others			
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Benefits

Adoption UK terms and conditions of employment offer generous staff benefits, including:

- Pension provision equivalent to 3% of salary.
- 25 days' annual holiday (pro rata for part-time staff), rising to 30 days after two years' service and 33 days after five years' service.
- Enhanced entitlement to sick pay.
- Enhanced entitlements to maternity, paternity and adoption leave and pay.
- Childcare Voucher Salary Sacrifice Scheme
- Free onsite car parking (Bloxham Office)



How to Apply

To apply for this position, please send a completed application form.

Alternatively you may submit your current CV.

Applicants will be shortlisted for interview on the basis of the criteria listed in the Personal Specification for the role advertised. Please give your reasons for applying and provide further information on how your experience, knowledge, skills, abilities and qualities meet the criteria required for this role. Please also supply any other information which you feel is relevant to your application including your current salary and where you saw the position advertised

In accordance with the Data Protection Act, the information you provide in your application, and in any accompanying papers, will be used to assess your suitability for the post advertised. It will not be released to anyone who does not require it for this purpose. If you are employed, this information will form the basis of your employment file within Adoption UK, otherwise it will be destroyed six months after the post is filled, unless you give us permission to hold it on file.

You are also invited to complete and return the equal opportunities monitoring information form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application.

Finally please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Applications should be made via the Adoption UK website:

<http://www.adoptionuk.org/about-us/jobs>

or

Emailed to hr@adoptionuk.org.uk

or

Applications can also be posted to:

HR, Adoption UK, Units 11-12 Vantage Business Park,
Bloxham Rd, Banbury, Oxon, OX16 9UX

Timetable

Published advert closing date:

Friday 23rd December 2016

Panel interviews in Yorkshire and Humber

Wednesday 11th January 2017

These dates may be subject to change and applicants will be advised in advance should this happen.

Recruitment Process

Should you decide to make a formal application, you will receive feedback within five working days of the closing date. The successful appointment is subject to a satisfactory criminal records disclosure and written references.

Queries

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact HR on 01295 752240 or alternatively via email at HR@adoptionuk.org.uk



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