

Job Title Team Coordinator, Leeds
Service name Child and Family Service, PAC-UK Leeds
Salary £19,776- £22,360 FTE
Hours 24-28 hours per week



PAC-UK



Are you meticulous and have experience in assisting with finance, contract and data processes? Can you express yourself clearly and pleasantly in writing and on the telephone? And are you keen to work in the charity sector with some flexibility regarding working hours? We have an excellent opportunity to work within a therapeutic service that offers psychological therapy to adopted children and their families.

Our Values:

People focus, Mutual Respect, Excellence-in-all-we-do and a Can-Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of FA initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

Person requirements (skills/experience)

- Preferably A-level educated with excellent use of English; we may consider GCSE level with top grades in Mathematics & English
- A qualification in a relevant field, e.g. administration, finance and data management; alternatives may be considered.
- Demonstrable experience of managerial administration, including finance
- Ability to work on own initiative and think logically to solve problems
- Experience of creating and maintaining Excel spreadsheets
- Excellent organisational skills
- Excellent attention to detail
- Excellent communication skills, both verbally and in writing
- Sensitive, diplomatic and able to handle confidential matters

An introduction to the role and key responsibilities

- To work closely with the Head of the Child and Family Service in PAC-UK's Leeds office by carrying out a range of administrative and technical duties to facilitate the smooth running of

the team and delivery of services; this will include contributing to the following range of key tasks that will vary over time according to team priorities as directed by the relevant manager:

- Liaise with local authority service managers, and other referrers with regard to contracts and service provision arrangements for individual cases
- Prepare costings of spot purchased assessments and interventions
- Maintain overviews of all purchased (and potential) services
- Collate financial information for invoices
- Assist in tracking the use of agreed funds for long term therapeutic casework
- Monitor the team use of PAC-UK's yearly contracts with local authorities
- Liaise with the Data Coordinator regarding service user evaluations of the Child and Family Service: to ensure that evaluation data is collected and computed and key messages shared with the Head of Service
- Support therapist team members with regard to administrative issues around finance and data entry and processing
- Carry out any other duties that may reasonably be required by the Regional Manager and Leadership team.

We are forward looking, ambitious and with a commitment to continuous improvement. We are a people focused, can-do organisation that strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.

For an application pack and further information, please visit www.family-action.org.uk/workingwithus

Please email completed applications to: **completed.application22@family-action.org.uk**

Closing date: 09:00 Friday 8th March 2019

Interview date: Tuesday 2nd April 2019

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.