



PAC-UK



Job description

Job Title: Team Coordinator, Child & Family Service

Location: PAC-UK office, Leeds

Hours: 24 - 28 hours per week (to include a Friday)

Grade: Family Action Grade 2.11 - 2.15

Service: Child and Family Service, Leeds

Reports to: Regional Manager/Head of Service Leeds

Principal Accountabilities:

1. To responsibly assist PAC-UK's Child & Family Therapeutic Service in Leeds in continuing to provide a specialist therapeutic service for adopted children and their parents (as well as children in other permanent placements, such as fostering/special guardianship, and their carers).
2. To work closely with the management of the Child and Family Service by carrying out a range of administrative and technical duties to facilitate the smooth running of the team and the delivery of services
3. To meticulously assist with finance, contract and data processes, including, liaising with local authority service managers, and other referrers with regard to contracts and service provision arrangements for individual cases
4. To prepare costings of contracted and spot purchased assessments and interventions; maintain overviews of all purchased (and potential) services.
5. To collate financial information for invoices and assist in tracking the use of agreed funds for services as directed by the Regional Manager
6. 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/Regional Manager.
7. Run and interpret database reports
8. Support team members with regard to administrative issues around finance and data entry and processing
9. Attend supervision with the line manager

[Type here]

10. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

- a) Being people focused
- b) Reflecting a 'can do' approach
- c) Striving for excellence in everything we do
- d) Having mutual respect for everyone we work with, work for and support through our services

11. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

12. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

13. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

14. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

Job title: Team Coordinator, Child and Family Service

Location: Leeds

Accountabilities

1. Educated to level three or above with a recognised professional qualification in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.
2. Substantial post-qualifying experience of managerial administration, including finance, assisting with contract monitoring
3. Experience of supporting staff regarding finance and data systems and liaising with outside agencies and business partners
4. Confident and accurate with figures with an ability to understand financial data and databases
5. Experience of creating and maintaining Excel spreadsheets with excellent organisational skills
6. Excellent communication skills, both verbally and in writing with excellent attention to detail
7. Ability to handle multiple priorities whilst working to deadlines
8. Ability to work on own initiative and think logically to solve problems
9. Good relational capability with people at all levels, building effective working relationships.
10. Sensitive, diplomatic and able to handle confidential matters
11. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a. Being people focused
 - b. Reflecting a 'can do' approach
 - c. Striving for excellence in everything we do
 - d. Having mutual respect for everyone we work with, work for and support through our services