



**PAC-UK**



**Job Title: Practice Manager**

**Service: Adult Services, Leeds**

**Salary: £34,033 - £37,973 FTE**

**Hours: 3 days (22.2 hours) per week (with the possibility of an increase)**

**22.2 hours: £20,419.80 - £22,783.80 per annum**

PAC-UK (as part of Family Action) plays a lead role in the development and provision of adoption support services for all those involved in adoption in the region. We work collaboratively with local authorities and partner agencies. Our 'outstanding' rated service works with all those affected by adoption including adopted adults accessing their adoption records, an intermediary and reunion service for adoptees and birth parents, statutory support for birth parents and relatives who are losing children to adoption and independent support for adopters. We work with individuals and groups.

We are looking for a highly skilled and experienced Practice Manager, who can assist in delivering, coordinating and monitoring a consultation, assessment, counselling and intermediary service for adopted adults (as well as adults who grew up in other permanent placements), birth parents and other birth relatives, as well as for prospective adopters, adoptive parents and special guardianship carers. Working closely with the Head of Adult Services you will pro-actively and creatively assist in developing the Adult Service in light of existing and new approaches in the context of changes to the legal framework and government policy.

You will be a dedicated and enthusiastic professional who is committed to improving outcomes for adoptive and birth families, adopted adults and relatives. You will have strong verbal and written communications skills and be able to deliver training and presentations as required.

**Our Values:**

**A 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 workloads with regular supportive and reflective supervision**

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](http://www.family-action.org.uk/workingwithus)

Please email completed applications to: [completed.application30@family-action.org.uk](mailto:completed.application30@family-action.org.uk)

**Closing date: 17.00 on 30<sup>th</sup> April 2019**

**Interview date: 14/15/16 May 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.*