



**PAC-UK**



## **Job description**

**Job Title: Adult Services Practice Manager**

**Location: PAC-UK Office, Leeds**

**Hours: 3 days per week (with the possibility of an increase in future)**

**Grade: Grade 4 - Points: 29-33 (£34,033 - £37,973 FTE)**

**Service: Adult Services, Leeds**

**Reports to: Head of Adult Services, Leeds**

### **Principal Accountabilities:**

1. To assist in delivering, coordinating and monitoring a consultation, assessment and counselling and intermediary service for adopted adults (as well as adults who grew up in other permanent placements), birth parents and other birth relatives, and prospective adopters, adoptive parents as well as special guardianship carers.
2. To 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.
3. To work closely together with the Head of Adult Services
4. To assist in monitoring referrals and allocations.
5. To liaise with local authority service managers, or other referrers with regard to individual cases
6. To assist in preparing costings of interventions, and to monitor the use of agreed funds.
7. To assist in monitoring case records of the Adult Service.
8. To co-ordinate and chair network meetings when needed.
9. To manage and support the work of the Advice line as needed
10. To liaise regularly with PAC-UK's other Practice managers.
11. To assist in providing individual supervision of team members.
12. To assist with organising and participating in group supervision

13. To be available for support to team members and case discussion/supervision when needed
14. To support team members with Safeguarding concerns should these arise, and ensuring Family Action's Safeguarding Policies and Procedures are adhered to.
15. To lead team meetings in the absence of the Head of the Adult Counselling Service.
16. To attend supervision with the Head of Adult Service
17. To assist with the evaluation of the Adult Service: ensuring evaluation data is collected and computed.
18. To ensure that resources are replenished, updated and developed according to the theoretical and practice models of the service.
19. To be involved in recruiting and induction of new team members and freelancers.
20. To take a pro-active role in the promotion of the Adult Service.
21. To attend senior management or other internal meetings as required by the Head of Service or PAC-UK's Leadership team.
22. To represent PAC-UK/Family Action at external meetings as needed.
23. To be available for management and supervision tasks that may very occasionally be needed by other PAC-UK Heads of Service.
24. To carry out any other duties that may reasonably be required by the Head of Service and Leadership team.
25. To attend Family Action's induction and training programme and outside training events where appropriate/needed in accordance with Family Action's training policy and procedures.
26. To deliver/facilitate the occasional training day or workshop for parents and professionals on behalf of PAC UK/Family Action and quality assess and supervise (as required) the preparation of other team members who may deliver training.
27. 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

28. 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.

29. To ensure the implementation of 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.

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

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

### **Person Specification**

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1. A professional qualification in social work, or equivalent, and evidence of a commitment to continuing learning and professional development.
2. A good theoretical and practical knowledge of the lifelong impact of adoption on all those affected by it .
3. A working knowledge of legislation around adoption, access to adoption records, intermediary work and birth parent support
4. An awareness of the principles of equal opportunities and a commitment to their implementation.
5. Extensive knowledge and demonstrable post-qualifying experience of post-adoption and permanency work.
6. Experience of managing and supervising staff.
7. Experience of service (co-)management and development.
8. Evidence of ability to manage and be part of a team.
9. Excellent communication and report-writing skills
10. Excellent numerical ability and familiar with Excel and ability to use a database.
11. Experience of providing training and consultancy.
12. Experience of strategic planning and implementation of new methods of working to improve performance and efficiency.
13. Excellent problem-solving skills.
14. Ability to handle multiple priorities while working to tight deadlines.
15. Flexibility to work off-site and flexibility to occasionally work outside office hours.

16. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

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- c. Striving for **excellence** in everything we do
- d. Having **mutual respect** for everyone we work with, work for and support through our services