



PAC-UK



JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	Adult Service Merseyside Practice Manager
Salary:	Grade 4 Point 29 – 33
Hours:	18.5 hours per week (with possibility of increase)
Location:	Merseyside
Responsible To:	Head of Adult Services, PAC-UK

Summary of job:

To responsibly assist in managing the practice of the Adult Adoption Service in Liverpool, Sefton , Knowsley and the Wirral in order to continue to provide a specialist service for adopted adults (as well as adults who grew up in other permanent placements), birth parents and other birth relatives including the delivery of the Liverpool adoption letterbox service.

Key tasks and responsibilities:

1. To assist in delivering, coordinating and monitoring consultation, assessment and counselling and intermediary service for all service users in relation to adoption
2. To work accordingly in line with ASA regulations, Family Action policies and procedures and strategic plan.
3. To pro-actively and creatively assist in developing the Adult Service in light of existing and new theories and approaches in the context of changes to the legal framework and government policy.
4. To work collaboratively with the Head of Adult Services, Practice Managers and other Family Action colleagues as required
5. To assist in monitoring referrals and allocations, case records and the use of agreed funds.
6. To liaise with local authority service managers, or other referrers with regard to individual cases.
7. To co-ordinate and chair network meetings when needed.
8. To manage and support the work of the Advice line as needed
9. To assist in providing individual supervision of team members and be available for support to team members with case discussion/supervision when needed
10. To support team members with Safeguarding concerns should these arise, and Family Action's Safeguarding Policies and Procedures are adhered to.
11. To lead team meetings in the absence of the Head of the Adult Service.



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12. To assist with the evaluation of the Adult Service: ensuring evaluation data is collected and computed.
13. To ensure that therapeutic resources are replenished, updated and developed according to the theoretical and practice models of the service.
14. 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, and represent Family Action at external meetings as required.
21. To attend senior management or other internal meetings as required by the Head of Service or the Leadership team.
23. To be available for management and supervision tasks that may very occasionally be needed by other Heads of Service.
24. To take part/attend in training opportunities where appropriate, and too deliver/facilitate the occasional training day or workshop for parents and professionals on behalf of Family Action
25. To quality assess and supervise (as required) the preparation of other team members who may deliver training on behalf of Family Action
26. 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
27. 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.
28. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
29. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification Adoption Practice Manager



1. A professional qualification in social work or Therapeutic Counselling/Psychotherapy, registration with a relevant professional body i.e. HCPC, BACP, UKCP, UKRCP, BPS 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 experience of post-adoption and permanency work.
6. Experience of managing and supervising staff, service (co-)management and development.
7. Experience of providing training and consultancy.
8. Experience of strategic planning and implementation of new methods of working to improve performance and efficiency.
9. Evidence of ability to manage and be part of a team.
10. Excellent communication and report-writing skills and numerical skills
11. Excellent knowledge of working with all IT systems, including MS Office
12. Excellent problem-solving skills.
13. Ability to handle multiple priorities while working to tight deadlines.
14. Demonstrate enthusiasm and attention to detail
15. Flexibility to occasionally work off-site and outside of normal working hours where needed
16. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

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