



PAC-UK



JOB DESCRIPTION

Job title: Head of Child & Family Service

Service: PAC-UK, Child & Family Service

Salary: Grade 4 Point 34 - 38

Hours: 37 hours per week

Location: Family Action Head Office, London

Responsible to: Assistant Director PAC-UK and Head of National Digital Services

Summary of job:

To be responsible for the overall management of the adoption support child & family service in order to continue to provide a specialist consultation and therapeutic service, for adopted children and their parents (as well as children in other permanent placements, such as fostering or special guardianship, and their carers). You will be part of PAC-UK and Family Action's senior management team responsible for the strategic direction of the service.

Key tasks and responsibilities:

1. To co-ordinate and monitor a consultation and therapeutic service for adoptive/permanent placement families in Family Actions London offices according to Adoption Support Assessment regulations and Family Actions strategic plan.
2. To creatively develop the Child and Family Service considering existing and new theories.
3. To work with the Practice Manager of the team to deliver all aspects of the service.
4. To take a lead role in PAC-UK/ Family Actions service delivery for families, including one-off consultations as well as comprehensive family assessments and intensive therapeutic parent- and family work.
5. To liaise with Local Authority and Regional Adoption Agency managers and commissioners, or other referrers about the needs and service provision for individual cases.
6. To take overall responsibility for the monitoring of financial agreements between PAC-UK / Family Action and funding bodies/ individuals about specific pieces of therapeutic work.
7. To be responsible for ensuring that psycho-diagnostic testing of children and parents is carried out as required, either directly or through use of a sessional psychologist.
8. To monitor case recording of the Child & Family team, ensuring that information is accurately recorded and kept securely.
9. To monitor therapists' reports and other written communications to commissioners or potential funders.



10. To chair network meetings before/after assessment/therapeutic services.
11. To ensure that performance indicators are available by taking the lead in systematic pre- and post-intervention evaluation of services, and develop systems where needed.
12. To be involved in recruiting and induction of new team members and, where appropriate, other PAC-UK/Family Acton staff.
13. To be responsible for ensuring that good quality clinical group supervision with outside supervisors (such as Consultant Psychotherapist/ Psychiatrist/Psychologist) takes place regularly and is effective for team development.
14. To ensure regular and good quality line management supervision of all team members takes place, including those who are responsible for special projects.
15. To ensure the Child and Family team makes a strong contribution to service delivery and facilitates training courses for parents and professionals on behalf of the organisation in accordance with Training Policy and Procedures.
16. To liaise with senior managers on a regular basis.
17. To be responsible for managing the Child and Family Service London budget, both in terms of achieving income and prioritising expenditure (with regular support and monitoring meetings with the external financial accountancy and Financial Director). Annually it will include participating in discussions to and agree financial target of Child and Family Service with senior management team.
18. To record and monitor progress re achieving financial income and targets.
19. To collaborate with fundraising by applying for grants and writing reports for grant givers.
20. To review and update policies and procedures relating to the Child and Family Service.
21. To contribute to the policy, information, business, and strategic decision making of the service and wider organisation as a member of the senior management team.
22. To produce written or verbal reports as required by your line manager, senior managers, and Family Action's Board of Trustees as well as other stakeholders.
23. To attend supervision with the Assistant Director for PAC-UK and Head of National Digital Services.
24. To carry out any other duties that may reasonably be required by PAC-UK's Assistant Director and other senior managers, including deputising for the PAC-UK's Assistant Director.
25. To carry out always the responsibilities and duties of the post with due regard to PAC-UK's / Family Actions Policies & Procedures, regarding Safeguarding, Equal Opportunities, and Equality, Diversity and Inclusion.
26. To take a proactive role in the promotion of the Child & Family Service.



PERSON SPECIFICATION

Requirements		Essential	Desirable
Education, Qualifications & Background			
1.	A professional qualification in a relevant field, e.g. child/adult/family and/or creative arts therapies, social work and/or psychology.	✓	
2.	Significant post-qualifying experience.	✓	
Experience			
3.	Experience of strategic planning and implementation of new methods of working to improve performance and efficiency.	✓	
4.	Experience of numerical data collection and computation.	✓	
5.	Experience managing and supervising staff.	✓	
6.	Experience of service management and development.	✓	
7.	Previous experience of working with and managing services for adoptive families, adopted adults, children and young people, or other families affected by permanency.		✓
Knowledge & Skills			
8.	Ability to lead and manage a therapeutic team.	✓	
9.	Excellent theoretical and practical knowledge of child development, early childhood trauma and attachment.	✓	
10.	An understanding and knowledge of adoption and permanency.	✓	
11.	Understanding and experience of administering psycho diagnostic tests.	✓	
12.	Understanding and ability to manage and set budgets.	✓	
13.	Excellent communication and report-writing skills.	✓	
14.	Excellent problem-solving skills and the ability to handle multiple priorities while working to tight deadlines.	✓	
15.	Ability to use a range of IT packages and Microsoft Office functions e.g. Excel.	✓	
Values			
16.	Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by: <ul style="list-style-type: none"> • 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 	✓	
17.	Awareness and committed to equal opportunities and uphold and comply with Family Action's Equality, Diversity & Inclusion policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	✓	
In addition			
18.	Flexibility to occasionally work off-site and outside normal office hours when required.	✓	