



PAC-UK



Team Administrator, PAC-UK Child & Family Service, London

21 hours per week (part time)

Grade 2 (lower): £23,780 - £26,417 per annum pro rata (inclusive of Inner London Weighting)

Permanent Contract

Are you a skilled communicator with excellent attention to detail? Are you highly organised and passionate about providing a high-quality service? If so, this may be the role for you.

At Family Action we transform lives by providing practical, emotional, and financial support to those who are experiencing poverty, disadvantage, and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community-based services, as well as supporting thousands more through national programmes and grants.

Our 'Outstanding' Adoption Support Agency, PAC-UK, provides services to all parties affected by adoption and permanency. PAC-UK's Child & Family Service has extensive experience in all aspects of supporting families with adopted children or otherwise permanently placed children.

We are looking for a self-motivated, confident Team Administrator with excellent organisation skills to be the first point of contact for general queries and support a busy team with administrative duties, while coordinating the London/South Child to Parent Violence (CPV) / Non Violent Resistance (NVR) Parent Group programme.

You will be a solution focused administrator with strong IT skills and experience of using databases, playing a pivotal role in the smooth-running of our service. This role could also be a fantastic opportunity for a strong administrator looking to develop a career in the sector.

What will we offer you?

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we'll invest in your professional development with career development opportunities and on-going quality training – both specific to your role at PAC-UK and general. You will be offered regular supervision and membership of a supportive management team.

You'll join an established, supportive, and high-performing service and can thrive in an innovative, non-hierarchical organisation that values your opinion, encourages learning, and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which 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.

Please email completed applications to: completed.application14@family-action.org.uk

Closing date: Thursday 6th May 2021, 9am

Interview date: TBC

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.