



PAC-UK



JOB DESCRIPTION

Job title: Head of Child & Family Service (London)

Service: PAC-UK, Child & Family Service (London)

Salary: Grade 4 Point 34 - 38

Hours: 37 hours per week

Location: Family Action Head Office, London

Responsible to: PAC-UK Assistant Director

Summary of job:

To be responsible for the overall management of the PAC-UK Child & Family Service (London) – 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 the PAC-UK Senior Management Team, with a key role in shaping the strategic direction of the service.

Key tasks and responsibilities:

Service Management & Development

1. To co-ordinate and monitor a consultation and therapeutic service for adoptive/permanent placement families (based at Family Action Head Office in London) that adheres to Adoption Support Assessment regulations and Family Action's Organisational Strategy.
2. To work closely with the Child & Family Service (London) Practice Manager to deliver all aspects of the service, considering existing and new theories to develop and enhance the service offer.
3. To liaise with Local Authority and Regional Adoption Agency managers and commissioners, or other referrers about service provision for individual cases and their wider needs.
4. To monitor Child & Family Service (London) case recordings, reports and other written communications, ensuring that information is recorded accurately and stored securely (you will also take part in cross-service case audits).
5. To ensure that data reports and performance indicators for your service are accurate, and to support with on-going system reviews and developments.
6. To ensure the service is financially viable.

Staff & Supervision



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1. 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.
2. To ensure regular and good quality line management supervision of all team members takes place, including those who are responsible for special projects.
3. To be involved in recruiting and induction of new team members for the service, and where appropriate, being included on the induction programme for new starters in other PAC-UK services or functions.
4. Actively participating in regular one-to-one supervision from the PAC-UK Assistant Director and annual 360 appraisals.

Financial Oversight

1. To be responsible for negotiating and monitoring of financial agreements with commissioners, funders and individuals about specific pieces of therapeutic work and funding (this includes supporting our Fundraising Team with grant applications for the service and feedback reports for funders).
2. To project, record and monitor progress of the Child & Family Service (London)'s financial situation, raising any change in projections and/or concerns with PAC-UK's Assistant Director.
3. To be responsible for managing the Child & Family Service (London) budget, both in terms of achieving income and managing expenditure – with regular monitoring meetings and on-going support from the Finance Team.

Policy & General

1. To implement the principles of Family Action's Equal Opportunities Policy in every aspect of you work and positively promote the principles of the policy amongst colleagues, service users and other members of the community.
2. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect the health, safety and welfare of yourself and others.
3. To work flexibly as may be required by the needs of the service and undertake any other reasonable duties as required.
4. 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.
5. 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



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.	✓	