



**ID: 1353**      **Maintaining Links Support Worker**

**Service:**      **PAC-UK, Leeds**

**Salary**

- Grade 2 Point 16: £24,971 FTE per annum, rising to £27,504
- Additionally, £480 home-based allowance FTE per annum

**Location:** Hybrid work with travel to Hollyshaw House, Leeds

**Hours:** 37 hours per week (full time). Part time hours will be considered.

We offer flexible working arrangements - please see below for more details.

**Contract:** Permanent

**Family Action & the Role's Impact:**

At Family Action we support people through change, challenge or crisis. It's what we've done for over 150 years. We protect children, support young people and adults and offer direct, practical help to families and communities.

We see first-hand the power of family to shape lives, for better or worse, so we speak up for the importance of family in national and local policymaking, amplify family voices and represent the changing needs of families in the UK today.

Are you passionate about supporting birth families in post adoption support? PAC-UK, the UK's largest independent adoption support agency, is looking for a dedicated Maintaining Links Support Worker to join our busy Adoption Support team in Yorkshire. This role is central to our mission of placing birth parents at the heart of our work. We aim to provide compassionate, professional assistance to help families navigate post adoption contact plans with their children.

**Main Responsibilities:**

As a Maintaining Links Support Worker, you'll provide vital support to families in-person and remotely and support the Adoption Support Team in Yorkshire. Your work will focus on supporting birth families who have been separated from their children by adoption with positive, meaningful contact arrangements between families and children. A key aspect of the role involves helping parents write letters and manage correspondence, providing guidance on both practicalities and the emotional impact of these exchanges and being the link between Letterbox teams and families directly. The role will also include supporting the running of both online and in person support groups, including administrative tasks required when facilitating support groups.

**Main Requirements (for details check the job description and person specification):**

**Supporting Families:** Provide online one-on-one support to birth parents to help them stay in touch with their children through writing letters and other forms of contact.

**Emotional Guidance:** Offer compassionate support to parents as they navigate the emotional complexities of contact arrangements.



Remote and In-Person Assistance: Work with families both remotely and in-person, offering tailored support relating to post adoption contact arrangements.

Commitment to Birth Parents and relatives: Uphold PAC-UK's core value of keeping birth parents central to our work, advocating for their voice in the adoption process

**Benefits:**

- an annual paid leave entitlement that commences at 25 working days plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

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**.

**To Apply:**

- **Download and submit a completed** [Application Form](#) linked to the Family Action job advert
- **Closing Date:** Monday 2<sup>nd</sup> December 2024 at 5pm
- **To learn more about Family Action:** [Careers](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email: [emma.crowther-duncan@pac-uk.org](mailto:emma.crowther-duncan@pac-uk.org)

**Our commitment to Equality, Diversity & Inclusion:**

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. Intersectionality is important to us and we particularly welcome applications from ethnically diverse communities, LGBTQIA+ candidates and disabled candidates because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants who meet the minimum criteria for the role, and will reimburse your travel cost if you attend an interview.

\*Ordinarily Family Action appoints new starters at the starting point of the salary scale (with subsequent annual pay progression), unless you have experience that would justify appointment further up the salary scale or there are any other exceptional reasons.