

# Assistant Team Manager, Adoption Support Team



## Job Description

**Line manager: Team Manager, Adoption Support**

**Direct reports: Adopter Champion Lead**

### Diversity Commitment

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PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children, and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

### The Role

The Assistant Team Manager will be responsible for managing an individual caseload working as a Strengthening Families Therapeutic social worker, working directly with families. They will assist the Team Manager to deliver the team's key targets and objectives through effective and efficient operational management. They will support the development and delivery of the service and provide operational management to adoption support activities across our Adopter Champion, Family and Child Therapy Services (FACTS) and Strengthening Families teams, including therapeutic family support, adopter support groups and groups for adoptees.

The post-holder will directly line manage the Adopter Champion Lead and will deputise for the Team Manager, Adoption Support, taking responsibility for the aspects of the day-to-day management of the team in their absence.

### Key Tasks

O	Quality assures the work of supervisees
O	Supports the Team Manager to oversee, coordinate and manage the workload of the team, supports resource planning for the team and assists in preparing for inspection, achieving outstanding outcomes
O	Discusses, considers, and provides approval to the allocation of Family and Child Therapy Services (FACTS) referrals and costings, recording accurate information on

	CHARMS. Agrees closure of files and liaises with finance team as appropriate
O	Defines the requirement of therapeutic services, plans the work to be completed with the therapists, provides ongoing liaison with the therapists, and reviews the therapists' reports for progress and future recommendations
O	Responds to individual adoption support fund queries with regards to the service posed by Regional Adoption Agencies and support families whilst they wait for a therapist.
O	Undertakes evidence-based post placement support assessments which provide a robust analysis and summary of the support needs that adopter(s) and their child/children may require
O	Provides therapeutic support, advice and guidance to families and children throughout their adoption journey. Families can be referred in for such support at any stage of their adoption journey from pre-placement, through to placement itself and then post placement through to Adoption Order and beyond
O	Contributes to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice
O	Offers advice and support to PACT colleagues in adoption about placement support issues in open cases, provides expertise and guidance to adopters in the early stages of linking, matching and early placement as required
O	Participates in monthly coffee mornings for PACT adopters and monthly support group evenings
O	Participates in a duty service providing useful and accurate information, answering queries, and informing of appropriate next steps
O	Maintains accurate, clear, and up to date case records on CHARMS and provides reports and post placement social work assessments of needs to a high standard, as required
O	Represents PACT in interactions with Regional Adoption Agencies, other Voluntary Adoption Agencies, and other statutory agencies, as appropriate

### **Other Duties**

O	To undertake any other duties deemed commensurate with this post as directed by the manager. The post-holder may supervise additional team members in the future.
O	To take responsibility for and be committed to personal and professional

	development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work – including adoption legislation and post placement adoption support services (including therapeutic knowledge and skills)
O	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times
O	To demonstrate and uphold PACT's commitment to equality, diversity, and inclusion

### Person specification

<b>Essential</b>	
O	A degree in social work or equivalent and registration with Social Work England (SWE)
O	A minimum of three years of post-qualification experience in adoption work and previous placement support experience in adoption
O	An understanding of child development and the impact on behaviour of interrupted development
O	Knowledge of current government policy and programmes for children and families in relation to adoption and adoption support
O	Acts to safeguard and promote the welfare of children and young people including knowledge of child protection procedures
O	Commitment to and enthusiasm for the aims of the organisation and uses this to positively and proactively represent and advocate for PACT
O	Effective interpersonal skills, developing productive working relationships with a wide range of stakeholders, service users and colleagues and adopts a collaborative working approach. Fluent in written and spoken English
O	Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to meet deadlines, often working under pressure
O	Can produce comprehensive, accurate and detailed reports to deadlines
O	Has good problem-solving skills, can identify solutions and apply these creatively, within the confines of the regulatory constraints of the work

O	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom
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<b>Desirable</b>	
O	Experience of staff management and development and can develop clear and measurable targets for teams with high performance expectations
O	Counselling or therapeutic qualification or experience, ideally within adoption support
O	Previous experience of delivering presentations and training
O	Can support the Team Manager to identify areas for development in the designated service area and strategically plan for improvement
O	Working knowledge of the CHARMS database

### **Additional information**

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This role requires travel. The post holder must hold a full UK driver's license and have access to own transport.

PACT offer flexible hybrid working with a mixture of office and home-based working.

All opportunities are based in the UK.

### **Safeguarding**

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PACT is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, Disclosure Barring Service (DBS) check, overseas police check where applicable and references covering a minimum 5 year period.