

## Placements Officer, Adoption

### Job Description

**Reports to:** Senior Placements Officer  
**Direct reports:** None

### 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

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The Placements Officer role is a pivotal one within the Adoption service. The post holder will be a key part of a cross-functional supportive team where the focus is building and supporting families in their adoption journey.

The purpose of the role is to provide the 'child finding' service to find suitable children for a family after they have been approved by the adoption panel to become adopters. The post holder is the first point of contact for Local Authorities looking to place children, and whilst they will not meet the children directly, they play a key role in finding their forever family.

### Key Tasks

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O	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times
O	Work directly with approved adopters to support them in finding a suitable match with a child/children. This will include considering children's profiles on the national database of children waiting for adoption (Link Maker) or profiles received directly from Local Authorities
O	Manage discussions on Link Maker, and attend both virtual and in-person events arranged by Local Authority Social Workers (Profile events) where information is provided on the children waiting for adoption

O	Support adopters by attending virtual and in-person events to meet and hear directly from Local Authority Social Workers about children needing adoptive families (Adoption Exchange Days)
O	Work with Local Authority Social Workers to create and follow-up potential matches with approved adopters and children waiting for adoption
O	Share profiles on PACT's available adopters with Local Authorities
O	Once a potential match has been identified, work closely with colleagues from PACT's social work team to support adopters in considering the child profiles and information
O	Promote the adoption work of the agency by raising local awareness through networking opportunities and by taking part in promotional Podcasts and talks
O	Attend marketing events such as Pride, The Fertility Show, The Afro Hair and Beauty show and PACT Information Events to talk with people considering adoption, giving information and advice as appropriate
O	Work with colleagues to assist with specific family finding projects as required
O	Prepare written reports on family finding, 'children waiting for adoption' and the adoption climate when required. Create and present this information at internal staff meetings using PowerPoint, Excel and Word
O	Ensure that the CHARMS database and relevant spreadsheets are kept up to date in line with PACT's business processes and reporting requirements
O	Undertake any other duties deemed commensurate with this post as directed by the line manager
O	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

### Person specification

Essential Attributes	
O	Experience in a customer-facing role (such as sales, marketing, promotion, PR, fundraising, recruitment, or social work)

O	Knowledge of adoption acquired through a personal, professional or voluntary capacity
O	Delivers excellent customer service and offers empathy and support to adopters by relating to their experiences. Works collaboratively and positively with other colleagues as part of a remote working team
O	Excellent interpersonal skills with the ability to listen and communicate effectively with service users and external agencies. Fluent in written and spoken English
O	Can produce clear and comprehensive reports of a high standard
O	Experience in speaking for recorded media (such as podcasts) and/or presentation delivery
O	Is organised and proficient at working to deadlines. Can plan and prioritise efficiently; whilst remaining positive and adaptable either working independently or collaboratively within a small team
O	Proficient in use of Microsoft Office: Outlook, Word, Excel and virtual tools: Microsoft Teams and Zoom
O	Can maintain accurate up to date database and spreadsheet records
O	Commitment to and enthusiasm for the aims of the organisation and uses this to positively and proactively represent and advocate for PACT
O	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery

This is a full time post (37 hours per week) based in either our Reading or London Office, with Hybrid Working.

The role requires flexibility for occasional evening working to meet the needs of adopters that may request appointments outside of the core office hours, and occasional weekend working (1-2 times per year) to attend events such as the Fertility Show.

The role requires travel to both the PACT Reading and London office for meetings and training (every other month). Occasional travel is also required to attend Local Authority events and networking meetings in areas such as London, The Midlands and Wales (Approximately once every 2-3 months).



*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. All opportunities are based in the UK. This post is subject to a satisfactory Standard DBS check.*