

Assistant Team Manager Job Description



Line manager: Team Manager

Direct reports: Senior Social Workers/Social Workers

Diversity Commitment

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 purpose of this role is to support and assist the Team Manager to deliver the team's key targets and objectives through effective and efficient operational management of the team. Working collaboratively with others to ensure that the highest standards for quality and professional practice are achieved and maintained and delivered to performance targets and set deadlines. The Assistant Team Manager will also be responsible for carrying a small case load.

Tasks will include:

- People management responsibility of a designated number of social workers.
- Deputising for the Team Manager in their absence, taking responsibility for aspects of the operational management of the team.
- Holding a small number of allocated cases: managing the whole adoption process from Stage 1 and Stage 2 through to matching, placement and post placement support

Key Tasks

<input type="radio"/>	Safeguards and protects vulnerable adults and children in accordance with PACT's policies and procedures at all times.
<input type="radio"/>	Has direct responsibility for the management of designated social workers, including their performance, training, coaching and development. Includes responsibility for the safer recruitment and induction of designated new team members.
<input type="radio"/>	Provides high quality reflective professional supervision and coaching of designated social workers.
<input type="radio"/>	Quality assures the work of designated supervisees and participates in the management audit programme.

<input type="checkbox"/>	Supports the Team Manager to oversee, coordinate and manage the workload of the team, including resource planning and to assist in preparing for inspection, achieving outstanding outcomes.
<input type="checkbox"/>	Represents the Team Manager at meetings where appropriate and works collaboratively across other teams where necessary.
<input type="checkbox"/>	Delivers excellent customer service and complies with PACT's contract monitoring and management processes.
<input type="checkbox"/>	Can contribute to facilitating the in-house workshops to share learning and good practice and to inform service improvements when needed.
<input type="checkbox"/>	Assists the Team Manager by networking with Regional Adoption Agencies, to drive the development and implementation of best practice and maintain relationships.
<input type="checkbox"/>	Assists designated supervisees in the process of making and supporting placements.
<input type="checkbox"/>	Ensures all information systems and case records are compliant, of high quality and are up to date; supporting good practice and meeting the needs of children and families.
<input type="checkbox"/>	Undertakes evidence-based home study assessments which provide an analysis of the skills adopters can offer and present these to Adoption Panel.
<input type="checkbox"/>	Supports families throughout the matching process and creates adoption support packages to meet individual needs.
<input type="checkbox"/>	Participates in recruitment activities for prospective adopters, for example information evenings, drop-in events and contribute to webinars on the Adopter Hub - some activities may involve occasional evening and weekend work.
<input type="checkbox"/>	Takes responsibility for and is committed to personal and professional development and keeps up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
<input type="checkbox"/>	Undertakes any other duties within the Adoption service as identified by the line manager.
<input type="checkbox"/>	Demonstrates and upholds PACT's commitment to equality, diversity and inclusion.

Person specification

Essential Attributes	
<input type="checkbox"/>	A degree in social work or equivalent and registered with Social Work England (SWE).

O	A minimum of 3 years' post qualification experience in childcare social work, including previous experience of completing adoption assessments and recruiting families for adoption.
O	An understanding of child development and the impact on behaviour of interrupted development.
O	Knowledge of working to UK legislation relating to work with children and families, adoption and permanence; including Children Act 1989, Adoption and Children Act 2002, Children Act 2004 and The Adoption Agency Regulations 2005 and demonstrates practical application aligned to PACT's procedures and processes.
O	Demonstrates an understanding of the legal issues affecting adoption and permanence placements.
O	Ability to safeguard and promote the welfare of children and young people, including knowledge of child protection procedures.
O	Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users and can advocate PACT to others positively and professionally.
O	Demonstrates an understanding, commitment and enthusiasm for PACT and it's work and can positively promote our work to others.
O	Can work autonomously and as part of a team, working towards individual and shared goals and objectives.
O	Delivers excellent customer service and strives to deliver to high professional standards, working within professional boundaries.
O	Can think proactively to evaluate services and demonstrates that can support others to identify service developments to meet changing needs and strategically plan for improvement.
O	Demonstrates effective problem-solving skills, identifying solutions and applying these creatively, within the confines of the regulatory constraints of the work.
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 deadline and often under pressure.
O	Can maintain accurate up to date database records and can produce clear, comprehensive, detailed reports or presentations of a high standard to strict deadlines.
O	Experience of facilitating training events and/or presentation delivery.

O	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom.
O	Fluent in written and spoken English.
O	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery.
O	Can travel to service user or office locations as required for post and holds current valid UK driving licence.

	Desirable Attributes
O	Experience of people management and development with ability to develop clear and measurable targets for teams with high performance expectations.
O	Working knowledge of the CHARMS database, or similar.

This role is for a fixed term appointment of up to 12 months. Working full time (37 hours per week), the role is based in our London office in Vauxhall with hybrid working arrangements in place to accommodate both service delivery visits and office and home working. The role requires travel to service user locations across the London Boroughs and occasional travel to PACT's office in Reading. Occasional evening and weekend working is required.

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, an Enhanced 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.