

Adoption Manager



Job Description

Line Manager: Head of Adoption

Direct reports: Senior Social Workers / Social Workers / Trainer/Adopter Champions/Enquiries Officers

The Role

PACT's Adoption Managers play a key role within the adoption service. They enable PACT to deliver the best outcomes for children (awaiting adoption and those placed for adoption) and place the child's needs at the centre of all the services PACT provides. They will ensure that children and vulnerable adults are safeguarded at all times.

The Adoption Managers hold responsibility for areas of the service including managing the Social Work teams, the Contractors and Adoption Support.

Managers have responsibility for leading and managing teams that take potential adopters through the adoption process. This includes enquiries, training, assessments of potential applicants, matching and supporting placements as well as providing appropriate adoption support to children and their families, including requests for access to records by adopted adults.

The post holder is responsible for ensuring that services delivered are of high quality; efficient, safe and delivered to performance targets and set deadlines.

Key Tasks

O	To ensure all PACT's functions are discharged diligently, having regard to the need to safeguard and promote the welfare of children, young people, and vulnerable adults
O	To ensure compliance with internal and external child protection processes and procedures
O	To ensure that the Adoption Service complies with all current National Minimum Standards, regulations and statutory guidance
O	To provide leadership and management of the adoption teams to ensure the best outcomes for children
O	To deliver excellent customer service and comply with PACT's contract monitoring and management processes

O	To work in line with best practice ideals and recent evidence based theoretical perspectives
O	To prepare for and manage inspections and achieve outstanding outcomes
O	To assist in implementing and reviewing internal procedures and policies ensuring the consistent provision of outstanding services to children and families
O	To work collaboratively with local authorities, partners and professionals to ensure that individual care planning issues are addressed successfully
O	To implement adoption policies as directed by the Head of Adoption and other members of the Senior Leadership Team in relation to performance management targets
O	To ensure compliance with statutory requirements, including equality and anti- discrimination legislation and ensure arrangements are in place for the effective management of complaints
O	To ensure monthly briefings for senior managers are provided in a timely way
O	To develop and contribute to sound mechanisms to record information and data required to inform performance monitoring; internally and externally
O	To network within wider circles (e.g. Local Consortia, RAAs, statutory sector, CoramBAAF, CVAA) to drive the development and implementation of best practice and maintain relationships
O	To manage a staff team, including recruitment/retention, induction, training and development, performance management, and succession planning
O	To ensure efficient use of staff time and resources such that services are delivered in a high value and cost effective manner
O	To provide high quality reflective professional supervision and appraisal to direct reports and assure the quality and effectiveness of coaching provided to staff within the team by other team members
O	To develop and motivate staff and provide monthly (six weekly in some instances) supervision to achieve high quality service delivery and record in line with current policy
O	To actively monitor, review and manage the allocation of work across the teams to agreed service priorities
O	To implement robust performance management (e.g. through the audit procedure) and quality assurance frameworks as required
O	To ensure adherence to current financial procedures
O	To promote the active participation of adopters and their families in the development, monitoring and review of services to ensure that there is continuous improvement in service delivery and that services delivered are responsive to client needs
O	To promote and develop new areas of work e.g. specialist service provision such as Fostering for Adoption

<input type="checkbox"/>	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
<input type="checkbox"/>	To undertake occasional evening and weekend work and activities as required
<input type="checkbox"/>	To undertake duties as required in the interest of managing the service
<input type="checkbox"/>	To take part in information events and other recruitment activities to help generate enquiries
<input type="checkbox"/>	To undertake any other duties within the Adoption service as identified by the line manager
FOR THOSE MANAGING SOCIAL WORK TEAMS MAKING PLACEMENTS:	
<input type="checkbox"/>	To work in partnership with the placements manager to ensure the placements and social work teams work together to seamlessly identify placements for waiting adopters
<input type="checkbox"/>	To monitor and evaluate the progress of children in placement
FOR THOSE MANAGING ADOPTION SUPPORT:	
<input type="checkbox"/>	To lead and manage the delivery of a range of adoption support services for children and adults whose lives are affected by adoption
<input type="checkbox"/>	To evaluate the effectiveness of adoption support services delivered to children and families
ADDITIONAL RESPONSIBILITY FOR CONTRACTS/QA MANAGER	
<input type="checkbox"/>	To be the lead for quality assurance within the adoption service, using the Quality Assurance Framework

Person specification

Essential Attributes	
<input type="checkbox"/>	Holds a recognised Social Work qualification and is registered with HCPC
<input type="checkbox"/>	An enhanced DBS check is required
<input type="checkbox"/>	Ability to safeguard and promote the welfare of children and young people including knowledge of child protection procedures
<input type="checkbox"/>	Holds a management qualification or is willing to undertake a qualification within six months of appointment
<input type="checkbox"/>	Has three years adoption and/or fostering experience at senior social work level

O	Has sound experience of operational management and service delivery within children's services in local government or the voluntary sector with demonstrable and proven record of achievement
O	Has experience of preparing for and contributing to Ofsted inspections
O	Has experience of working in an inter-agency setting, cooperating with a range of professionals and agencies to achieve best outcomes for children
O	Has experience of writing and presenting high quality reports to a diverse audience including senior managers and trustees
O	Demands high performance of self and colleagues
O	Has excellent communication skills demonstrating the ability to compile information into simple factual reports or presentations, ensuring that information is clear, relevant and concise, and the ability to articulate PACT's business models to a wide range of audiences
O	Has knowledge of current Government policy and programmes in relation to children and families, particularly adoption and ability to apply this to PACT's own internal policies to ensure compliance
O	Acts as an ambassador or customer champion across the organisation and with partner organisations
O	Has the ability to monitor finances and budgets to ensure clarity of expenditure and income and projected spending
O	Has excellent problem solving skills and can apply these creatively, within the confines of the regulatory constraints of the work
O	Is competent in the use of a range of I.T. tools, including databases, email, Word and Excel
O	Is able to respond flexibly to the demands of the post
O	Has the ability to prioritise tasks, to meet deadlines and work under pressure
O	Holds a current driving licence

Desirable Attributes	
O	Have a detailed understanding and awareness of adoption legislation, contemporary research and best practice
O	Possesses or be willing to work towards a minimum of a Level 5 Tier 2 Diploma in Leadership for Health and Social Care and Children and Young People's Services or equivalent
O	Is able to identify areas for development in the designated service area and strategically plan for improvement

<input type="radio"/>	A flexible approach to managing change
<input type="radio"/>	Has experience in effective marketing to attract prospective applicants
<input type="radio"/>	Has a desire to work in the voluntary sector
<input type="radio"/>	Has a working knowledge of the CHARMS database
<input type="radio"/>	Is a car owner