

Team Leader - PACT Adopter Champions

Job Description

Reports to: Head of Adoption

Direct reports: Adopter Champions

The Role

The Team Leader's role will lead a team of experienced adopters who are raising awareness about adoption by sharing their personal experiences in the community, local media and online. The team will also support prospective adopters by phone.

The postholder will be part of PACT's adoption team, and will be responsible for coaching and supporting the Adopter Champions to generate enquiries from prospective adopters and support them as part of a 'buddying' service.

This is an exciting role supporting a priority area for PACT, and therefore requires someone who is passionate about finding more 'forever families' for children in care. They will be well organised, energetic, and confident with social media and speaking to the general public as well as being a supportive and encouraging team leader.

Key Tasks

O	Oversee the awareness and publicity activities of the PACT Adopter Champions, ensuring opportunities are maximised, varied and avoid duplication. This task includes coaching the Champions and ensuring they have access to materials to aid sharing their personal experiences
O	To ensure that appropriate levels of support and supervision are provided for individuals so that the individual contribution of each Adopter Champion is monitored and managed effectively
O	To ensure that appropriate learning and development opportunities are provided for the Adopter Champions in line with the ethos of the organisation and the resources that are available
O	Produce summary reports for the programme, using individual reports from the Champions, for the Head of Adoption
O	Monitor and evaluate the success of the programme, including capturing and reporting on lessons learned
O	Identify opportunities and solutions to barriers to aid the Adopter Champions with their publicity activities

O	Set up regular (remote) team meetings to aid sharing best practice and peer support
O	Seek partnership opportunities with local media, social media, businesses etc. to provide leads for the Adopter Champions to follow
O	Undertake any other duties deemed commensurate with this post as directed by the Head of Adoption
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
O	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times

Person specification

Essential Attributes	
O	Experience of adopting a child/children
O	Good organisational skills - with an ability to plan and prioritise, and manage the varied workload of a large team
O	Good interpersonal skills – the ability to relate well and inspire members of the public, and manage a remote team
O	Good communication and listening skills – written and verbal (public speaking) including telephone skills to set up partnership meetings
O	Good awareness of social media - and how to use this to raise awareness and encourage debate with groups
O	Competent in the use of Microsoft software packages (specifically Word and Powerpoint)
O	An understanding of the motivations to adopt
O	Exhibits passion for the needs of looked after children and adoption, and can promote the benefits adoption brings to children and adopters
O	Commitment to promoting equal opportunities and diversity in the workplace
O	Commitment to and enthusiasm for the aims and policies of PACT, ability to represent and be an advocate of PACT at events
O	Flexible working hours (some evenings and weekends) and ability to travel independently around the local area and to PACT offices

<input type="checkbox"/>	Full UK drivers licence and access to own car
<input type="checkbox"/>	Enhanced DBS check

Desirable Attributes	
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<input type="checkbox"/>	Experience of working in the voluntary sector or marketing/publicity
<input type="checkbox"/>	Experience of speaking to the media
<input type="checkbox"/>	Experience of adopting with PACT
<input type="checkbox"/>	Experience of working with children in a professional setting