

Head of Adoption Job Description



- Reports to:** Chief Executive
- Direct reports:** Adoption Managers, QA and Panel Advisor
- Indirect reports:** Business Support team, Social Workers

The Role

The Head of Adoption's role is a highly visible and pivotal one within the agency and provides direction and leadership for the agency's core adoption and adoption support services.

This role develops operational strategies for the service to drive the delivery of the agency's strategic vision and aims of the adoption and adoption support services and achieves these through inspirational leadership, sound and proactive operational management, motivational people management, effective delegation and clear accountability.

The Head of Adoption is also responsible for driving quality by ensuring the highest professional standards are consistently achieved and maintained across all teams, identifying and managing risks to service delivery and quality, continuously improving services and enhancing team performance in a collaborative way to achieve the agency's mission – to build and strengthen families.

The aims and objectives of the role are to ensure current and future adoption and adoption support services:

- Are safe for children, adults and employees
- Provide effective and safe placement of children for adoption
- Meet the needs of children in relation to diversity
- Deliver excellent customer service
- Are in line with current best practice and theoretical perspectives
- Respond to identified need and provide innovative solutions to problems
- Are managed within defined budgets
- Are founded on an embedded culture of continuous improvement

The postholder is PACT's designated safeguarding officer and registered adoption and adoption support manager.

Key Tasks

O	To take an active part in the agency's Executive Team, driving the adoption service forward, meeting service KPIs and contributing to its long term strategy
O	To maintain and promote PACT's profile of influence in the Voluntary Sector and with Local Authorities, Consortiums and RAAs

O	To operate proactive financial management and reporting within adoption for all income and expenditure, budget management and monitoring. Responsibility for ongoing and proactive monitoring of the adoption pipeline to ensure annual targets are achieved and corrective action is taken at the earliest opportunity
O	To ensure children and vulnerable adults are safeguarded in accordance with PACT's policies and procedures at all times. To ensure a register is kept of safeguarding concerns and to be responsible for reporting concerns to Ofsted as necessary
O	To define, own and deliver operational business plans needed to deliver the agency's strategic targets for adoption and adoption support (which will be informed by beneficiaries) and ensure that departmental activities, staff resources and ways of working are aligned with the business plan and budget
O	To provide positive leadership for the adoption service and their direct reports, taking overall responsibility for their management, motivation, performance and outputs. This includes lead responsibility for staff recruitment/retention, induction, learning and development, performance management, objective setting, effective delegation, accountability and succession planning
O	To oversee the provision of a service for adopted adults
O	To be an ambassador for PACT and represent the agency, together with the CEO, at relevant conferences, policy forums etc. in relation to the adoption agenda. To explore innovation, networking and business development opportunities and maximize opportunities to advocate and market adoption services for example via the medial and PACT's website
O	To lead the field in adoption and permanency with regard to ongoing learning, innovations and best practice e.g. concurrency
O	To ensure that the legal requirements of the registered manager for an adoption agency and as an adoption support agency are fulfilled and comply with regulatory frameworks
O	To provide necessary, timely and relevant reports for the Board of Trustees, the Chief Executive and other executives of PACT
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
O	To work within PACT's policies and procedures and to promote these as a member of the Executive Team
O	To be familiar with and comply with PACT's policy on Health and Safety at Work and ensure necessary action is taken to ensure the safety of staff and clients
O	To undertake occasional evening and weekend work and activities as required e.g. attendance at information events, and including participation in the out of hours service

O	To undertake any other duties deemed commensurate with this post as directed by their line manager
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Person specification

Essential Attributes	
O	Educated to degree level in social work i.e. CQSW, DipSW, CSS and registration with HCPC together with significant experience in social work practice at a senior level
O	NVQ Level 5 in Management or equivalent or be willing to begin working towards this within six months of appointment
O	Proven ability to lead, encourage, enthuse and develop teams and ultimately to achieve strategic goals through effective and efficient team work
O	A talented, skilled manager of people who engenders trust and can challenge appropriately and effectively
O	Able to pay appropriate attention to detail without losing sight of the bigger picture
O	Experience of operating successfully at senior management level, including leading on change management and service improvements.
O	Evidence of being highly proactive, able to respond flexibly to the demands of the post, to prioritise and manage work plans and risks
O	Comprehensive knowledge and understanding of the statutory and voluntary adoption sectors
O	Ability to encourage, enthuse and develop staff through regular team meetings and events – in addition to appraisals and performance reviews
O	Previous experience of setting and managing budgets at a senior level
O	Enhanced DBS check
O	Competent in the use of technology tools as an aid to driving business efficiency
O	Demonstrates a strong appreciation of the significance of safeguarding and shows commitment and ability to safeguard and promote the welfare of children, young people and vulnerable adults
O	Evidence of highly developed communication and listening skills. Shows ability to communicate very effectively at all levels of the organisation and to represent PACT on any occasion in relation to adoption services
O	Able to give detailed, high-level technical, expert advice and use considerable managerial judgement to define and resolve a range of complex and difficult problems and identify solutions without clear guidance and often without precedent

O	Flexibility in working hours and location, able to attend meetings and events outside of normal working hours
O	Evidence of commitment to promoting equal opportunities and diversity in the workplace
O	Demonstrates appropriate motivation for wanting to work in this sector
O	Competent in making presentations to a variety of audiences
O	An in-depth and up to date knowledge of legislation relating to work with children and families, adoption and fostering, including the Children Act 1989, The Adoption and Children Act 2002, The Children Act 2004, The Children and Families Act 2014 and attendant regulations and standards
O	An understanding of recent research and practice development in adoption

Desirable Attributes	
O	Experience of working in the voluntary/non-government sector in a senior management role
O	Project management experience, including the successful delivery of projects and initiatives
O	Previous experience of ability to manage teams that work across split sites or working remotely/homeworking
O	Car driver with valid licence