

# ***PACT Adopter Champion*** **Job Description**

**Reports to: Team Leader – PACT Adopter Champions**

**Direct reports: none**

## **The Role**

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The PACT Adopter Champion role is part of a team of experienced adopters who are passionate about adoption and the benefits it brings to children and adopters.

The postholder will be part of a team of Champions that sits within PACT's FACTS (Family and Children Therapeutic Service). They will be responsible for supporting current adopters at different stages in their adoption journey via email, phone and face to face. Adopter Champions also contribute to online and face to face activities raising awareness of the realities of adoption by sharing their personal experiences and supporting prospective adopters.

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.

## **Key Tasks**

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O	Providing support to current adopters by phone, email and in person.
O	Plan and deliver awareness and publicity activities to promote the need for PACT adopters, and to attract quality enquiries by sharing personal experiences. Where possible the role should emphasise the need for adopters of sibling groups and older children.
O	Build links with, and arrange talks and visits with, a range of community groups, businesses, schools, churches, sports clubs and shopping centres to raise awareness of PACT's adoption service by sharing personal experiences.
O	Contribute to online forums and social media to raise awareness of the need for adopters.
O	Seek online and offline media opportunities to raise awareness of adoption, and liaise with the fundraising and marketing team to prepare for and give interviews. e.g. local radio interviews/newspaper stories covering personal experiences.
O	Provide advice, guidance and inspiration to support and encourage prospective adopters as part of a new Buddying service. Includes a focus on building confidence so that prospective adopters will consider adopting sibling groups and older children.

O	Share successes and best practice with other Adopter Champions.
O	Provide written update reports each fortnight on the work undertaken and the number of enquiries generated.
O	To undertake any other duties deemed commensurate with this post as directed by the team leader.
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 safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times.

### **Person specification**

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<b>Essential Attributes</b>	
O	Experience of adopting a child/children
O	Good organisational skills - with an ability to plan and prioritise, and manage a varied workload to deadlines
O	Good interpersonal skills – the ability to relate well and inspire members of the public, and to work well within a remote team
O	Good communication and listening skills – written and verbal (public speaking) includes speaking on the telephone to set up talks/visits, and experience of using social media and the internet to raise awareness
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.
O	Full UK drivers licence and access to own car
O	Enhanced DBS check

<b>Desirable Attributes</b>	
<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