

Team Leader - PACT Adopter Champions

Job Description

Reports to: Post Adoption Support Team Manager

Direct reports: Adopter Champions

The Role

The adopter champion team leader will lead the team of experienced adopter champions who are raising awareness about adoption and providing support to other adopters on their adoption journey by sharing their personal experiences with other adopters and in the community, local media and online. The team will also support prospective adopters by phone as well as supporting the PACT adoption team at adoption information events

The postholder will be part of PACT's post adoption support team. They will manage the referrals into the Adopter Champion service and will be responsible for coaching and supporting the adopter champions to generate enquiries from prospective adopters and provide support to them.

The adopter champions are also responsible for the successful delivery of PACT's ImPACT days programme, that provide an invaluable opportunity for adopted children and their families to get together and take part in some fun, engaging activities and to share experiences and make connections.

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 appropriately and effectively.
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 by effective direct line management.
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	With input from post adoption support team manager, devise, set up and co-run adopter focus groups and steering groups made up of PACT adopters and adopted children/young people.
	To develop and deliver PACT's ImpACT days programme, providing opportunities for adopted children and their families to get together and take part in some fun, engaging activities and to share experiences and make connections.
O	To attend PACT's internal preparation groups and moving onto placements training courses and other PACT adopter events as required. To provide support at all such events by agreeing to share own adoption experiences and facilitate sharing of the other adopter champion team members own individual experiences.
O	Ensure effective case recording by making/monitoring all summary records of the adopter champion calls with PACT adopters. To log these onto CHARMS database as and when required. To ensure that all adopter champion records are kept safely and that such records are audited when necessary, according to PACT policies.
O	Produce statistics and summary reports on monthly and yearly basis for the programme, using individual reports from the champions, for the post adoption support team manager and 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. To attend the wider PACT adoption staff team meetings as and when appropriate and other PACT all staff days as required.
O	Seek partnership opportunities with local media, social media, businesses etc. to provide promote the work of PACT.
O	Undertake any other duties deemed commensurate with this post as directed by post adoption support team manager and 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 team
O	Good interpersonal skills – the ability to relate well and inspire members of the public, and manage a remote team
	Experience of successfully developing and leading teams, (remote team working an advantage)
	Confident in facilitating focus groups and workshops including working with groups of children, with demonstrable success in achieving good outcomes
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
O	Full UK drivers licence and access to own car
O	Enhanced DBS check

Desirable Attributes	
O	Experience of working in the voluntary sector marketing/publicity
O	Experience of speaking to the media

O	Experience of adopting with PACT
O	Experience of working with children in a professional setting i.e. education