

Job Description

Assistant Team Manager



Reports to: Team Manager

Direct reports: Senior Social Workers/Social Workers

The Role

The purpose of this role is to support and assist the Team Manager to deliver the team's key targets and objectives through effective and efficient operational management of the team. Also, to ensure that the highest standards for quality and professional practice are achieved and maintained and delivered to performance targets and set deadlines. The Assistant Team Manager will also be responsible for carrying a case load.

Tasks will include:

- Direct responsibility for the management of a designated number of social workers
- Deputising for the Team Manager in their absence, taking responsibility for aspects of the day to day management of the team.
- Hold a small number of cases and manage the whole adoption process from initial interview through to assessment and then matching and placing children and providing post placement support for an allocated number of cases

Key Tasks

○	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times
○	To develop and motivate staff by providing high quality reflective professional supervision. To conduct staff appraisals and assure the quality and effectiveness of coaching provided to staff
○	To quality assure the work of supervisees and participate in the management audit programme
○	To support the Team Manager to oversee, coordinate and manage the workload of the team. To support the Team Manager with resource planning for the team and to assist in preparing for inspection, achieving outstanding outcomes.
○	To represent the Team Manager at meetings when necessary on occasions, there may be the need to work across the teams in PACT
○	To deliver excellent customer service and comply with PACT's contract monitoring and management processes
○	To facilitate in-house workshops to share learning and good practice and to inform service improvements

<input type="checkbox"/>	To ensure adherence to current financial procedures regarding the authorising of contract invoices, timely raising of IA forms to Local Authorities with a clear understanding and awareness of implications for cash flow, assuring adherence to current financial procedures
<input type="checkbox"/>	To assist the Team Manager by networking with Regional Adoption Agencies, to drive the development and implementation of best practice and maintain relationships. To support the team in the process of making and supporting placements
<input type="checkbox"/>	To ensure all information systems and case records across the team are compliant; of high quality and are up to date; support good practice and meet the needs of children and families
<input type="checkbox"/>	To undertake evidence – based home study assessments which provide an analysis of the skills adopters are able to offer and present these to Adoption Panel
<input type="checkbox"/>	To support families throughout the matching process and create adoption support packages to meet individual needs
<input type="checkbox"/>	To take part in recruitment activities for prospective adopters, for example information evenings, drop-in events and contribute to webinars on the Adopter Hub, some activities may involve occasional evening and weekend work
<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 any other duties within the Adoption service as identified by the line manager
<input type="checkbox"/>	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion

Person specification

Essential Attributes	
<input type="checkbox"/>	A degree in social work or equivalent and registration with Social Work England (SWE)
<input type="checkbox"/>	3 years' child social care experience including adoption experience
<input type="checkbox"/>	Ability to safeguard and promote the welfare of children and young people including knowledge of child protection procedures
<input type="checkbox"/>	Desire to work in the voluntary sector
<input type="checkbox"/>	Excellent communication skills

O	Knowledge of current Government policy, legislation and regulations in relation to children and families, particularly adoption and ability to apply this to PACT's own internal policies to ensure compliance
O	Enhanced DBS check
O	Competent in the use of a range of IT tools, including databases, email, Word and Excel
O	Able to respond flexibly to the demands of the post and manage change
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
O	Ability to prioritise tasks to meet deadlines and work under pressure
O	Work within professional boundaries
O	Has the ability to represent PACT confidently and positively with partner organisations
O	Has good problem solving skills, can identify solutions and apply these creatively, within the confines of the regulatory constraints of the work
O	Holds a current driving licence

Desirable Attributes	
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O	Experience of staff management and development with ability to develop clear and measurable targets for teams with high performance expectations
O	Is able to help the Team Manager identify areas for development in the designated service area and strategically plan for improvement
O	Working knowledge of the CHARMS database
O	Good working knowledge of the adoption regulations AAR 2005 and National Minimum Standards for adoption