



CATHOLIC CHILDREN'S SOCIETY JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Team Leader – Post Adoption and Aftercare
RESPONSIBLE TO:	CEO
LOCATION:	73 St Charles Square, London. W10 6EJ (Hybrid)
HOURS:	28 – 35 hours per week (negotiable)
SALARY:	£58,000 p.a. (pro rata)
BENEFITS:	Generous annual leave allowance of 30 days p.a. (pro rata) plus bank holidays; 11% employer pension contribution; employee Health Plan and Assistance Programme.

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. To achieve this we deliver a range of services. The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London. We also provide early years education and family support, including offering emergency assistance for families in crisis.

Established in 1859, CCS originally operated orphanages and children's homes. We subsequently became an Adoption Agency and placed over 6,000 children with adoptive families.

Today we operate an Adoption Support Agency. The focus of our 'Pathways' service is to provide the best possible support for those we placed in adoption and/or lived in our homes; we are committed to supporting these individuals, and their families, so they can find out more about their past. This includes offering advice and support to those seeking reunions with birth relatives. This service was recently rated 'outstanding' by Ofsted and who found there to be "*an exceptional level of user satisfaction*".

PURPOSE OF THE JOB

This is an exciting opportunity to lead our Post Adoption and Aftercare Team and make a real difference. Facing an unknown past can be daunting. You will lead a team of experienced social workers, ensuring service users access a high-quality, sensitive and compassionate service.

This is a challenging, varied and deeply rewarding role. It would suit a dynamic individual who is passionate about helping people find out more about their past and achieve a greater understanding of their early life and family background.

DUTIES AND RESPONSIBILITIES

1. Be the Ofsted 'Registered Manager' of the Voluntary Adoption Support Agency and undertake all relevant duties, including preparation for Ofsted inspections.
2. Have responsibility for the successful delivery of our Post Adoption services provided under Schedule 2 and Section 98 of the Adoption and Children Act 2002.
3. Provide timely access to records to those brought up in CCS's children's homes, and their descendants.
4. Manage referrals, allocate cases to team members and maintain and monitor a waiting list as necessary.
5. Deal with enquiries from former child migrants and their descendants who were sent to Australia/Canada, recognising the additional dimensions of this important area of our work.
6. Undertake your own casework, while also delivering outstanding managerial support and supervision to team members.
7. Be responsible for the recruitment, training and management of the team including administrative staff, volunteers and professionally qualified staff.
8. Report directly to the CEO and advise on best practice, ensuring all relevant policies and procedures are up to date and followed.
9. Liaise with, and take appropriate referrals from, other agencies supporting individuals where CCS hold relevant records.
10. Ensure the wellbeing of service users is at the forefront of all we do, including signposting to external support services as required.
11. Embrace a proactive safeguarding approach, recognising the complexities of working with adults who may need care and support and responding appropriately in line with CCS Adult Safeguarding policies and procedures.
12. Build links with other agencies providing a similar service and develop a strong knowledge of where to signpost in cases where we were not the Appropriate Adoption Agency.
13. Develop background information on various former children's homes to enhance the quality of information that can be provided to individuals, particularly where no case records remain.
14. Maintain the CCS archives, including leading on audits and supporting the digitisation of these records where appropriate.
15. Ensure statistics and casework are recorded appropriately and provide reports for senior managers and trustees on service delivery as required.
16. Ensure processes are in place for effectively recording service user feedback, evaluating this with the team and senior managers to support the continuous improvement of the service.

Note: Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

Qualifications and Experience	
A qualification in Social Work and registration with Social Work England	Essential
An appropriate Management qualification (or willingness to enrol on a course within 6 months and complete within 3 years, paid for by CCS)	Essential
At least five years' experience of working in the field of adoption and/or post adoption, with a minimum of two years' experience in post adoption.	Essential
Experience of managing a team, including providing supervision to other social workers.	Essential
Knowledge and skills	
Excellent knowledge of the Adoption National Minimum Standards.	Essential
Strong working knowledge of relevant legislation, including the Adoption and Children Act 2002 and the Adoption Support Agencies (England) Regulations.	Essential
Excellent interpersonal, verbal and written communications skills.	Essential
Outstanding organisational and administrative skills, with the ability to multi-task and manage competing demands.	Essential
Excellent attention to detail.	Essential
Ability to work both independently and as part of a team.	Essential
Strong IT skills and proficiency in using Microsoft Word, Outlook and Excel.	Essential
Respect for our organisational values and the Catholic ethos that underpins the work of CCS (please note there is no requirement or expectation that the post-holder is Catholic).	Essential