



Adoption Social Worker

Part time
(3 days per week)

APPLICATION PACK

January 2021

ENCLOSED

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Dear Applicant

I am delighted that you have expressed an interest in joining our team here at Faith in Families.

We are in the process of updating our ambitious Strategic Corporate Plan which sets a clear direction for how we will deliver our purpose of transforming the lives of society's most vulnerable children. This is an exciting time for the Agency – we are well positioned for growth, with key strategies and a highly dedicated and skilled team in place.

We want to recruit exceptional candidates with significant energy and enthusiasm, who will carry on that work, to ensure that the Agency's aim to provide the best possible service to children and families is realised – it's a hugely important time to be joining our team. The successful candidate will have the chance to work with exceptionally skilled colleagues who come from broad specialisms and a Leadership Team with a proven track record of success, at a key point in the Agency's development.

We have high ambitions for our growth and believe we can continue to demonstrate a measurable increase in the number of children we work with and require exceptional staff to deliver this. If you are successful in your application, expectations will be high. You will bring your own individuality and solution-focused 'can do' attitude as outcomes will need to be successful in ensuring the on-going development of our services.

In return, we can offer you a terrific position. Opportunities to be part of a truly inspirational team in a well-established Agency like ours, with a national standing in our field, do not occur very often. You will be afforded every opportunity to really make your mark in taking the Agency to new levels of excellence in its achievement and, thereby, enhancing the life opportunities of children with whom we work. You will be a valued member of a team of supportive, committed, skilled and dedicated staff, who consistently produce high quality work. You will be challenged and have high expectations placed upon you, and you have to be ready for that.

It is difficult to summarise the work of Faith in Families in a short letter, so I refer you to our website www.faithinfamilies.org where you can access detailed information about the Agency, including our Statement of Purpose and the latest Inspection Report by Ofsted in which we were awarded a rating of 'Outstanding', the highest accolade that can be awarded by Ofsted.

This is a great opportunity for someone who is passionate about our cause to join us. If you are excited by our work and by this opportunity, and want to make a real difference to children's lives, then we welcome your application.

Yours sincerely,



Lynda Fletcher
Chief Executive Officer

ADVICE ON FILLING IN THE APPLICATION FORM

Please read through the following notes before completing the application form.

It is important to read the job description and person specification carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the candidate specification.

It is helpful if you fill in the application form neatly and clearly. Keep a copy of your application form; you might find it useful if asked to an interview.

Additional Information:

- This is the most important part of the application form and it is essential that you complete this as fully as possible. We cannot assume any skills, experience or knowledge that you have and therefore you need to explain how your skills, knowledge, experience and understanding match the points in the person Specification.
- In filling in this section, try to give specific examples so that those shortlisting have evidence as to how you meet the person specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an example of when you have done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities, in particular.
- Do include details of relevant skills and experience you have gained outside formal work, and through training.

Training and Work Experience:

- Please tell us about any work experience (paid or unpaid), and any training you have had. Do also refer to your work experience (paid or unpaid) in the Additional Information section where appropriate.
- Do not send a CV; please fill the form in.

Other Experience:

- You may have had other experience outside of work, which would make you a suitable candidate for the post, such as life experiences, travel, community or voluntary work, helping your family, etc. Please include this information as it will help support your application.

Closing date: Wednesday 27th January 2021 (9.00 a.m.)

Your completed application should be emailed to sharon.davis@faithinfamilies.org

Malcolm Dodd
Head of Finance & Resources



Adopt Together is Faith in Families adoption service. Faith in Families is an independent children's charity based in West Bridgford, Nottingham, providing a range of comprehensive children's services. The Agency has enjoyed consistent 'Outstanding' ratings from Ofsted for its high quality services and our social work team ensure that the best interests of vulnerable children are met.

Faith in Families has a long standing partnerships with local authorities in the region and work closely with RAAs across the whole of the Midlands. The agency is known for its high quality work in preparing and assessing prospective adoptive parents for the harder to place children We also provide lifelong support through our comprehensive adoption support service. We want to recruit exceptional candidates with relevant experience, energy and enthusiasm for our work. If you would like to be part of our forward thinking, innovative team we would like to hear from you.

Adoption Social Worker
Part Time
3 days per week

NJC Pt 23- 33, £27,741- £36,922 pro-rata

You will be responsible for undertaking tasks related to the preparation and assessment of prospective adoptive parents which will include the completion of prospective adopter reports, as well as post-placement support to children and families and completion of court and agency reports. You may also co-facilitate the agency's preparation workshops for prospective adopters. Faith in Families focusses on approving families for harder to place children such as sibling groups, children from a range of ethnic backgrounds and older children.

Closing date: Wed 27th Jan 9.00 am. Interviews Mon 8th February 2021

For an informal discussion about the above posts, please contact Claire Hurst, Adoption Manager on 07785629844. The Agency is an Equal Opportunities Employer and successful applicants will be subject to an Enhanced DBS and must be Social Work England Registered.

For an Information Pack for all of the above posts (which contains an application form to be completed), visit www.faithinfamilies.org/vacancies

Completed applications can be returned to sharon.davis@faithinfamilies.org

JOB DESCRIPTION

JOB TITLE:	Adoption Social Worker
SALARY SCALE:	NJC Pt 23- 33, £27,741- £36,922 pro-rata
HOURS:	3 days per week
ACCOUNTABLE TO:	Adoption Manager
LOCATION:	West Bridgford, Nottingham (with some home-based working)

General Information

Adopt Together is Faith in Families adoption service. Faith in Families was formerly the Catholic Children's Society, Nottingham, founded in 1948, initially to meet the needs of the Catholic community in respect of adoption, residential care and family support services.

Today Faith in Families is an independent children's charity and Limited Company based in West Bridgford, Nottingham, providing comprehensive adoption and children's services to people of any or no religious affiliation living throughout the East Midlands.

Adopt Together is primarily involved with the placement of children for adoption who are Looked After in the care of Local Authorities. The Agency's key role is to recruit, prepare and assess prospective adoptive parents for these children. Alongside this service, the Agency is well known for its comprehensive adoption support service which provides support to new families as well as providing access to information and intermediary services to people involved in adoptions through the Agency historically. Faith in Families is one of 3 Voluntary Adoption Agencies to be part of the current regionalisation agenda in the East Midlands.

In addition to adoption services, Faith in Families currently offers a range of children's services, including School Social Work services, training & consultancy and a vibrant community outreach programme.

The Adoption Social Worker will be responsible to the Adoption Manager for tasks related to the recruitment, preparation and assessment of prospective adoptive carers as well as the provision of post-placement and adoption support.

The Agency has a reputation for providing high quality adoption services and was awarded a rating of 'outstanding' at the last five OFSTED Inspections (2008, 2011, 2012, 2015 and 2018). In a small, independent Agency, each staff member has a crucial role and a clear responsibility to promote the excellent working practices of the Agency and ensure that these standards are continually maintained.

The Agency has an on-going arrangement with a Local Authority to provide Safeguarding training and is committed to the personal development of all staff. As a Social Worker within the Agency there is an expectation that the post holder will have a working knowledge of the professional standards as defined by Social Work England. The Agency's HR Policy and Procedure Manual is informed by HCPC guidance for employers including fitness to practice.

The attached job description is not intended to be a definitive guide of all the work to be undertaken by the post-holder. Occasionally, the Agency will expect tasks to be carried out which have not been described in detail, but which are perceived to be necessary.

Main Tasks:

1. Recruitment of prospective adoptive parents for children placed from local authority care, which includes participating in a duty-rota, input into marketing and advertising materials and participation in media campaigns.
2. Assist when necessary in the co-facilitation of Agency group preparation and assessment groups.
3. Completion of comprehensive, evidence-based assessments to CoramBAAF prospective adopter report guidelines.
4. Provision of support and advice to newly approved applicants who are being linked with children.
5. Post-placement support to children and families.
6. Preparation of reports for statutory reviews post placement and court reports for adoption hearings.
7. The provision of comprehensive adoption support services, which includes work with both children and adults.
8. Work with staff and service users to promote a safe working environment, equality of opportunity and anti-discrimination
9. Contribution to the design and delivery of training courses for Local Authorities and other voluntary adoption agencies.
10. Input into the development and delivery of a range of enhanced adoption and adoption support services on behalf of the agency.
11. To contribute to the development of new services.

Other Tasks and Responsibilities:

- To adequately prepare for and participate in monthly supervision with the Adoption Manager.
- To commit to flexible working hours, including some evening and week-end work, for which time in lieu can be claimed.
- To be responsible for the efficient management of a caseload and to ensure that case records are comprehensive and consistently kept up-to-date.

- To accept responsibility for personal professional development.
- To maintain an up-to-date knowledge of government initiatives and directives in adoption policy and practice.
- To undertake other duties which may be identified as appropriate, or suitable for the post-holder in the furtherance of the aims of the Agency
- To share in the responsibility for liaison with Local Authorities and other Agencies, to ensure that they are informed of the full range of services which Adopt Together and Faith in Families provides, and to ensure that users have access to services which we ourselves may not provide.
- To actively communicate and disseminate the work of the Agency and promote an understanding of the Agency's role, locally, regionally and nationally as appropriate.

The job description reflects the major tasks to be carried out by the post-holder but, in the interests of effective working, those tasks may be reviewed from time-to-time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post-holder.

PERSON SPECIFICATION

Adoption Social Worker

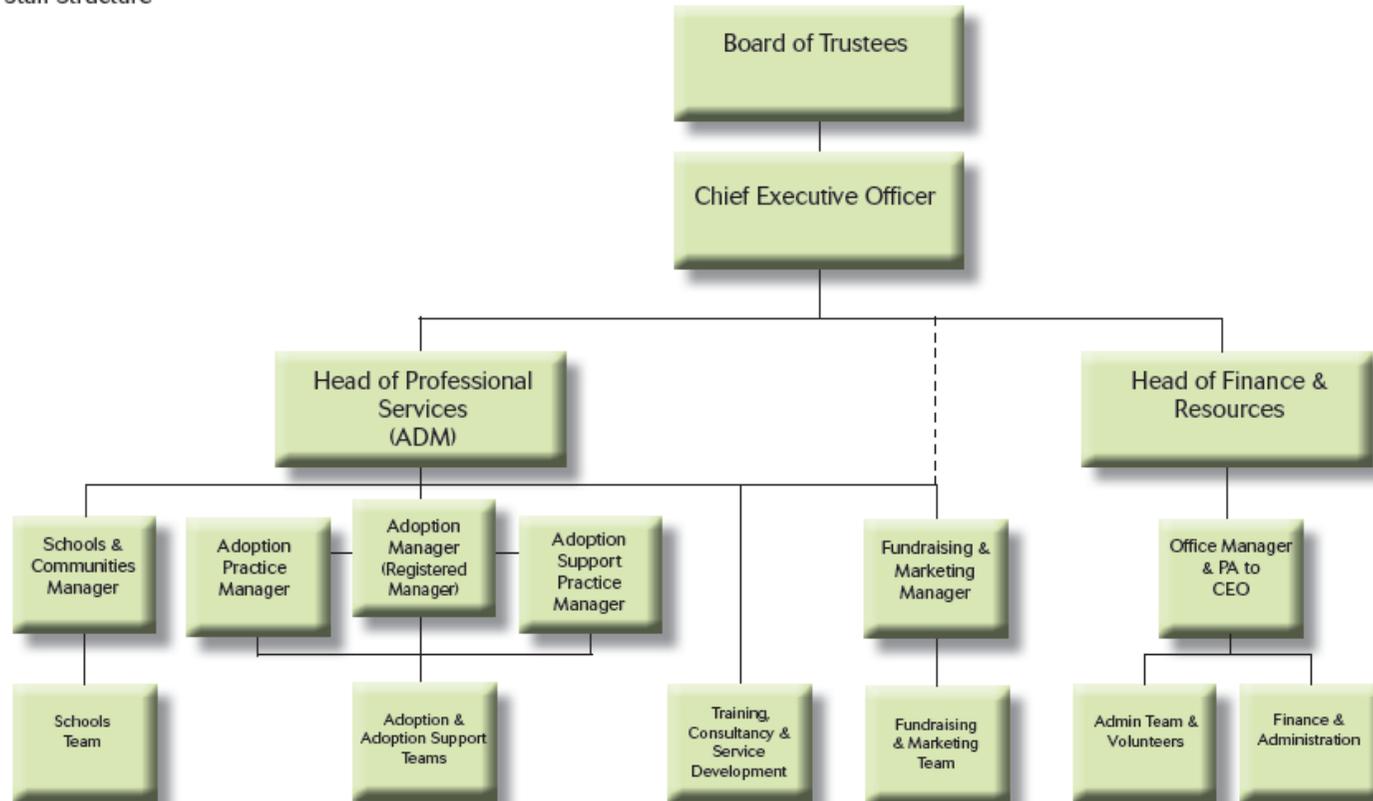
	Essential	Desirable
Education and Qualification	<p>Social Work Qualification - Degree in Social Work, (formerly a Diploma of Social Work) or a Masters in Social Work, CQSW or equivalent Social Work England Registered</p> <p>Educated to Degree Standard</p>	<p>Therapeutic/counselling training/qualification.</p>
Experience	<p>Experience of working directly with children to be placed/ or placed for adoption and an understanding of the impact that adoption and/or permanence may have on all parties involved.</p> <p>Experience of working or studying in social care settings which include child protection and/or children looked after and/or family placement responsibilities.</p> <p>Experience of preparing and presenting reports within formal settings, e.g. Panel, Courts etc</p> <p>Experience of undertaking assessments of children and/or families.</p>	<p>Post qualifying experience, to include child care responsibilities and/or family placement responsibilities.</p> <p>Experience of preparing and assessing prospective adoptive parents.</p> <p>Work with all parties to adoption</p> <p>Direct work with children</p> <p>Work in both Statutory and Voluntary Sectors</p> <p>Group work/delivery of training</p> <p>Life-story work with children</p> <p>Inter -Agency adoption work</p>
Knowledge	<p>Knowledge of the Regulations, Standards and Guidance related to Adoption, relevant national policies and procedures, the Children Act 1989, Working Together 2013 and associated safeguarding guidance, the UN Convention on the Rights of the Child and the Human Rights Act 1998</p> <p>Understanding of Child Protection processes</p>	<p>Knowledge of the inter-agency linking process</p> <p>Awareness of current issues in the recruitment, preparation and support of adoptive parents</p> <p>Knowledge of research outcomes relating to adoption</p> <p>Knowledge of theory and</p>

	<p>Knowledge of child development, separation and loss and the impact of trauma, abuse and neglect</p> <p>Knowledge of Care Planning and review processes for Looked After Children.</p> <p>An understanding of the life-long impact of adoption on adopted people, families, adoptive families and birth families.</p>	<p>techniques in communicating with children</p> <p>An understanding of the constraints and opportunities of service delivery within the voluntary sector</p>
Skills and Abilities	<p>Good assessment skills, with proven ability to assess adoptive parents.</p> <p>Ability to communicate to a high standard, both verbally and in writing and to liaise effectively with external agencies and partners</p> <p>Ability to produce accurate records and reports of a high standard</p> <p>Ability to effectively support adoptive parents</p> <p>Ability to work to deadlines</p> <p>Ability to build and sustain positive professional relationships</p> <p>Ability to prioritise and manage a varied and full caseload and maintain up-to-date records.</p> <p>An ability to promote equality, diversity and the rights of individuals and groups</p> <p>Confidence to initiate and work independently within the policy and practice guidelines of the Agency</p> <p>Effective team member</p> <p>Computer literate</p> <p>Car driver</p>	<p>Ability to design and deliver presentations and training packages to a range of professional groups</p>
Personal Attributes	<p>Commitment to providing and maintaining high quality service provision</p>	

<p>Equal Opportunities</p>	<p>Willingness to be creative and innovative</p> <p>Ability to tolerate stress and the stress of others in crisis-related situations</p> <p>Flexibility, including where necessary in relation to working hours, to meet the needs of the service</p> <p>Enthusiasm and empathy</p> <p>Adaptability and a sense of humour.</p> <p>To work in a non-discriminatory way at all times</p>	
<p>Other Requirements</p>	<p>Current Driving Licence and Car Owner, and to have a positive approach to working within the wide geographical area covered by the agency and to the travel involved in facilitating interagency placements and delivering support and training.</p>	

Staff Structure

Staff Structure



TERMS AND CONDITIONS

The key terms and conditions for this appointment are:

Salary:

SP NJC PT 23-33 £27,741- £36,922 pro-rata

Your salary will be paid monthly on the 3rd Wednesday of every month

Pension:

Membership of 'the Peoples Pension' defined contribution occupational pension scheme

Supervision / Appraisal:

Provided by Adoption Manager; the Agency operates an Annual Appraisal system

Leave:

Annual leave will be based on 15 days plus bank holidays (pro-rata amount for part time).

Location / Travel:

The Agency office is located at 7 Colwick Road, West Bridgford, Nottingham, NG2 5FR

Probationary Period:

Six months

Notice Period:

Two months

Other Benefits:

Non-smoking environment

Criminal Records:

This post is subject to an Enhanced DBS (Disclosure and Barring Service)

Offer of employment will be subject to references, confirmation of the right to live and work in the UK and a medical check.