

Role Description

Adoption Panel Member



Reports to: Adoption Panel Chair

The Role

PACT is a supportive and respectful place where people are genuinely passionate about what we do. People are at the heart of PACT and are central to everything we can achieve for the many children and families who need our support. Our success relies upon having great people who thrive within a strongly embedded culture built on professionalism, positivity, innovation and a genuine desire to help others, which defines who we are and what we believe in.

This role is responsible for proactively preparing for, and participating in Adoption Panel meetings, drawing on both personal and/or professional knowledge and experience to inform the discussion. During panel, the panel member will work to promote diversity and anti-discriminatory practice and participate in the making of a recommendation.

Key Tasks

1	Safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times.
2	Demonstrate and uphold PACT's commitment to equality, diversity and inclusion.
3	Prepare for panel meeting by thoroughly reading circulated papers carefully in advance.
4	To attend adoption panel meetings, as agreed with PACT, on time and prepared to raise concerns and to contribute to the panel discussion.
5	Take responsibility for participating in the making of a recommendation outcome, on each case, drawing on both personal and/or professional knowledge and experience.
6	Advocate diversity and promote anti-discriminatory practice and be prepared to consider each case on its own merits.
7	Safeguard the confidentiality of all papers submitted to the panel and panel discussions and adhere to PACT's data and confidentiality policy.
8	Participate constructively in the annual review of your performance as a panel member.
9	Participate in induction, training and development as offered by PACT, which will be at least two days per year.
10	Consider attending an extra panel session if required to deal with an urgent case.

Person specification

Personal / professional skills and experience	
1	Experience, either professionally or personally or both, of the placement of children in adoptive families being cared for away from their birth family.
2	Demonstrates an appreciation of the effect of separation and loss on children.
3	Holds an awareness of the richness of different kinds of families and their potential for meeting children's needs.
4	Demonstrates an appreciation of the purpose and function of the panel and of PACT.
5	Has an understanding of the adoption process and the work of the panel, or the capacity to develop this knowledge quickly.
6	Can use personal and/or professional knowledge and experience to contribute to panel discussions in a balanced and informed manner.
Personal and professional commitments	
1	Demonstrates a commitment to adoption as a way of meeting a child's needs for permanence, where this appears to be in the child's best interests.
2	Demonstrates an understanding of, and commitment to, equality of opportunity, diversity and inclusion.
3	Shows willingness to increase knowledge and understanding of adoption thorough reading, discussion and training. Maintains current safeguarding knowledge and completes PACT's mandatory training modules as required and to time.
4	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.
5	Informs the agency at once of any charges, cautions or convictions for any criminal offence or if any criminal proceedings are pending.
6	Declares an interest and informs the Panel Advisor should they have knowledge, in either a personal or professional capacity, of a case under consideration.
Additional skills	
1	Excellent interpersonal and listening skills, and interacts collaboratively and cooperatively with others. Can communicate effectively, both verbally and in writing. Fluent in written and spoken English.

2	Efficient time management and organisational skills and can work to deadlines.
3	Can read, process and analyse large amounts of complex and sometimes distressing information.
4	Demonstrates an understanding of, and a commitment to, the need for confidentiality.
5	Proficient in use of Microsoft Office.

Diversity Commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children, and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

Safeguarding Commitment

Safeguarding is at the heart of everything we do at PACT. We have robust measures and best practices in place to safeguard and protect the welfare of children, young people and vulnerable adults and we take pride in maintaining outstanding safeguarding standards.

We expect all employees, both current and prospective, to uphold and share this commitment and we value everyone's engagement and co-operation with our safeguarding processes to ensure that these are completed without delay.

Anyone joining our team is subject to PACT's safer recruitment pre-appointment enquiries. These enquiries include providing documentation to evidence the right to work in the UK, a Disclosure Barring Service (DBS) check, overseas police check (if applicable), references covering at least 5 years, a complete previous education and employment history timeline and the completion of mandatory safeguarding training. The DBS check level required for this post is Standard.

All opportunities are based in the UK.