

ST MARGARET'S CHILDREN AND FAMILY CARE SOCIETY

St Margaret's offers support to children and families, with a particular focus on adoption and fostering. We work within the social and moral teaching of the Catholic Church to provide a highly professional, committed and caring service.

JOB DESCRIPTION

Title	Principal Officer
Salary	Commences at agreed rate
Responsible to	The Director
Accountable to	The Chair of the Council of Management

Key Responsibilities

- To be part of the management team and to deputise for the Director in their absence
- To effectively manage and supervise a team of social work staff to a high standard
- To effectively manage referrals to the agency and to allocate them to social workers
- To effectively ensure a high quality of social work service delivery
- To effectively ensure that adoption assessments are prepared to a high standard and that they are prepared within required timescales
- To consider and coordinate appropriate matches between adopters and children
- To effectively organise and deliver the Society's Preparation Group programme
- To effectively organise and deliver the Society's Post Adoption workshops
- To effectively develop and deliver In House training workshops to the social work staff team
- To provide an effective and empathic Counselling in Search of Origins service
- To assist the Director in the provision of a monthly report to the Council of Management
- To undertake effective counselling work with relinquishing birth parents
- To liaise with other agencies as appropriate
- To be flexible in meeting the exigencies of the service
- To undertake such responsibilities as may be determined

Duties

- To work in conjunction with the Director of the Society to promote a high standard of practice within the Society and to develop appropriate resources
- To be responsible for maintaining quality assurance and a high standard of social work practice within the Society
- To maintain the Society's ethos while at the same time helping to develop services in the light of social and pastoral needs
- To adopt a key role in maintaining developing and disseminating knowledge of recent research and models of good practice in relation to adoption
- To contribute to the development of a recruitment strategy for adoptive parents and permanent and temporary carers in order to meet the needs of a wide range of children

Key Working Relationships

- Director of the Society
- Council of Management
- Adoption Panel
- Administrative staff
- Key contacts in placement agencies
- Key contacts in BAAF

Person Specification

	Essential Desirable	(E) (D)	Evidenced
Education/ Qualifications <ul style="list-style-type: none"> • Diploma in Social Work or equivalent • Qualification in Counselling 			Application Form Application Form
Experience <ul style="list-style-type: none"> • Supervisory/ management experience • Experience of assessment of adoption applicants • Experience of working with Looked After Children • Experience of placement of children in adoption/ foster placements • Experience of delivering groupwork programmes • Experience of working with IT programmes and systems • Experience in Counselling 		D E E E E E D	Application Form Application Form Application Form Application Form Application Form Application Form Application Form
Knowledge <ul style="list-style-type: none"> • Knowledge and awareness of the Adoption and Children(Scotland) Act 2007 • Knowledge and awareness of additional relevant legislation • A sound knowledge of Child Protection Procedures • Understanding and awareness of the respective roles and tasks related the adoption process 		E E E E	Interview Interview Interview Interview
Personal Skills <ul style="list-style-type: none"> • Ability to work with autonomy in a flexible and creative manner within the agency's policies and procedures • Ability to work in partnership with placing authorities • Ability to construct good quality written reports • Ability to maintain the Society's ethos while at the same time helping to develop services in the light of social and pastoral needs • To act in a spirit of loyalty and trust which will enhance the criteria for good professional practice 		E E E E E	Interview Interview Interview Interview Interview