

**Post-Adoption Centre (PAC) – Person Specification
Head of Services - Adults**

SPECIFICATION	ESSENTIAL/ DESIRABLE	HOW ASSESSED
1. QUALIFICATIONS/EDUCATION/KNOWLEDGE		
1.1 A professional qualification in a relevant field e.g. counselling, psychotherapy, psychology or family therapy	E	A
1.2 Registration with a relevant professional body i.e. BACP, UKCP, UKRCP, BPS.	E	A
1.3 Minimum 5 years' relevant post-qualifying experience	E	A, I
1.4 Professional knowledge/experience of adoption law and practice	E	A, I
1.5 Professional qualification in clinical supervision	D	A
2. EXPERIENCE		
2.1 Two years' management experience	D	A, I
2.2 Experience of service management and development	E	A, I, P
2.3 Experience of counselling individuals and families	E	A, I
2.4 Counselling experience with those coming with adoption, identity, attachment and trauma issues	E	A, I
2.5 Active interest and experience of working with people of different racial, ethnic, cultural backgrounds	E	A, I
2.6 Experience of working sensitively with confidential material	E	A, I
3. ABILITIES – both aptitudes and skills		
3.1 Able to work independently as well as part of a therapeutic team	E	A, I
3.2 Interest, experience and commitment to developing new projects	E	A, I
3.3 Good organisational and time management skills, ability to prioritise a busy and varied workload	E	A, I, P
3.4 Excellent communication and report writing skills	E	A, I, P
3.5 Computer literacy (Microsoft Word, Outlook, Power Point, Excel)	E	A, I
3.6 Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent PAC by telephone, in person, and whilst attending PAC or external events	E	A, I
3.7 Willingness to travel	E	A, I
4. VALUES		
4.1 A commitment to PAC's mission statement and values	E	A, I
4.2 A commitment to working within PAC's anti-discriminatory/Equal Opportunities framework and Child Protection Policy and Procedure	E	A, I

SPECIFICATION	ESSENTIAL/ DESIRABLE	HOW ASSESSED
5. CIRCUMSTANCES 5.1 Ability to occasionally work outside of normal working hours	E	A, I

KEY

A = Application

I = Interview

P = Presentation