

Adoption Post Box Co-ordinator

Vacancy ID: 011621

Salary: £17,777.84 - £18,864.69 Annually

Closing Date: 31/01/2021

Benefits & Grade

Grade H

Contract Details

Permanent

Contract Hours

28.5 hours per week, across 4 days

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

08/02/2021

Job Description

Adoption Tees Valley is a Regional Adoption Agency, established under the Government's arrangements for adoption across the UK. The service has been developed through excellent collaborative working relationships between the five Tees Valley Local Children's Services of Stockton, Hartlepool, Middlesbrough, Redcar and Cleveland, and Darlington.

The wealth of adoption experience and skill that has been held across the Tees Valley has been brought to the service and we now require a Post Box Co-ordinator to complete our team.

We are seeking an enthusiastic, committed and aspirational individual, who is driven to contribute to an excellent adoption service for children and adopters across Tees Valley. We aim to place children within our regional area, and ensure that children and adopters have good timescales, and excellent outcomes.

If you feel that you have the passion and drive to contribute to an excellent Regional Adoption Agency, we would like to hear from you.

The successful candidate will contribute to an excellent service delivery, and will support Social Workers, managers and other team members to deliver high quality services.

Excellent administrative skills, including confident use of Microsoft office, and client recording systems will be required.

This post is customer facing, and excellent customer service skills are sought, from friendly and professional individuals.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Chris Corden, Business Service Manager, on 01642 526400.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Adoption Tees Valley ensures that all customers, both internal and external receive a consistently high quality level of service.