

Adoption Panel Member Role Description



Reports to: **Panel Chair**

The Role

This role is responsible for pro-actively preparing for, and participating in panel meetings. During panel the panel member will work to promote diversity and anti-discriminatory practice and participate in the making of a recommendation.

Key Tasks

<input type="checkbox"/>	To read the circulated papers carefully before the meeting and to attend the meeting prepared to raise issues and to contribute to the panel discussion
<input type="checkbox"/>	To take responsibility for participating in the making of a recommendation, in each case, drawing on both personal or professional knowledge and experience
<input type="checkbox"/>	To attend meetings as agreed with the agency and on time
<input type="checkbox"/>	To commit to diversity and anti-discriminatory practice and be prepared to consider each case on its own merits
<input type="checkbox"/>	To safeguard the confidentiality of all papers submitted to the panel and panel discussions
<input type="checkbox"/>	To participate constructively in the annual review of their panel membership
<input type="checkbox"/>	To participate in induction, training and development days as offered by PACT, which will be at least one day per year
<input type="checkbox"/>	To declare an interest and inform the Chair should they have knowledge, in either a personal or professional capacity, of a case under consideration
<input type="checkbox"/>	To inform the agency at once of any charges, cautions or convictions for any criminal offence or if any criminal proceedings are pending
<input type="checkbox"/>	To commit to participate constructively in the annual review of your performance as a member

<input type="checkbox"/>	To consider attending an extra panel to deal with an urgent case
<input type="checkbox"/>	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
<input type="checkbox"/>	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times

Person specification

Essential Attributes	
<input type="checkbox"/>	Experience, either professionally or personally or both, of the placement of children in adoptive families being cared for away from their birth family
<input type="checkbox"/>	An appreciation of the effect of separation and loss on children
<input type="checkbox"/>	Awareness of the richness of different kinds of families and their potential for meeting children's needs
<input type="checkbox"/>	An appreciation of the purpose and function of the panel and of PACT
<input type="checkbox"/>	An understanding of the adoption process and the work of the panel, or the capacity to develop this knowledge quickly
<input type="checkbox"/>	Excellent interpersonal and listening skills
<input type="checkbox"/>	The ability to communicate well and clearly both verbally and in writing
<input type="checkbox"/>	The ability to process and analyse large amounts of complex and sometimes distressing information
<input type="checkbox"/>	A commitment to adoption as a way of meeting a child's need for permanence, where this appears to be in the child's best interests
<input type="checkbox"/>	A valuing of diversity in relation to issues of ethnicity, religion, gender, disability and sexuality
<input type="checkbox"/>	An understanding of, and a commitment to, the need for confidentiality
<input type="checkbox"/>	A willingness to increase knowledge and understanding of issues thorough reading, discussion and training

O	A willingness to maintain current safeguarding knowledge through training every three years
O	Ability to work to deadlines
O	Competent in the use of a range of IT tools, including databases, email, Word and Excel
O	Excellent time management and organisational skills
O	Enhanced DBS check