



Diagrama
Fostering & Adoption

Administration manager (FT)

Based in Chatham - £27k per annum

Are you looking for a rewarding career working for an organisation where you can help make a difference to the lives of vulnerable children?

Are you a motivated, enthusiastic, conscientious and experienced administration manager with excellent organisational skills and exacting attention to detail?

Do you enjoy a challenge and have the skills and qualities to lead and develop our busy Fostering and Adoption administration team?

If you can answer yes to the above and like working in a fast-paced and demanding office environment, this could be the role for you.

Get in touch with our team today.

About Diagrama Fostering & Adoption

Diagrama Fostering and Adoption are independent agencies both rated GOOD by Ofsted. Our team is dedicated to finding loving families who are able to offer homes for children in need of adoption across London, Surrey, East and West Sussex, Kent and Hampshire.

Our team is small enough to offer a personalised and friendly experience while benefitting from the expertise and security that comes with being part of a larger, established charitable foundation.

We are fast establishing a reputation as being progressive, caring and child-focused, providing excellent support for adopters, foster carers and children alike. We put children at the heart of everything we do and every decision we make.

We support foster carers and adopters of all backgrounds regardless of faith,

sexuality or ethnicity and we pride ourselves on offering a tailored service. We focus on finding new foster carers and parents for harder to place children, those who have been waiting the longest, and have varying needs.

Our history

Diagrama Fostering and Adoption services were set up to ensure those who had been working with Cabrini Children's Society received continued support when the society ceased operation in 2014.

The service has since evolved and we have been busy integrating our own principles and approach to fostering and adoption to ensure those we work with receive the highest possible standard of care, support and preparation throughout this life-changing journey.





About the role

You will be required to lead and develop the administration team of our fostering and adoption services, ensuring the smooth and effective running of the office function.

This includes providing administrative support to our busy social work team, ensuring all administration procedures are compliant with Ofsted National Minimum Standards for fostering and adoption.

You will also be responsible for coordinating administrative support for the Panel and Review function.

You will ensure:

- workload is evenly and effectively distributed within the team
- accuracy of information produced
- all enquiries are responded to in a

professional manner

- targets are achieved, within timeframes
- meetings are well organised, accurately minuted and actions are followed up in a timely manner.
- all stakeholders are welcomed and well looked after when they visit our offices.
- reports and statistical information are developed and maintained as required for the business needs and for managers
- records and systems are developed and maintained with relevant information made available to social workers in a timely manner
- all necessary statutory and safeguarding checks for adoption/fostering applications are well managed

Qualities

You will have good analytical skills and a logical approach to problem solving.

You will be a competent user of MS Word, Excel and PowerPoint and database management.

You will be proactive and flexible in your approach and able to relate to individuals at all levels of the organisation, demonstrating good communication skills.

You will have a professional, yet personable, approach to your work, particularly when dealing with colleagues and clients.

You will bring vision, passion, leadership skills and an operational expertise that will support our service development to outstanding status.

Diagrama leaders, managers and staff advocate well for children and young people.

- Ofsted 2019

Diagrama Fostering has been rated GOOD in all areas by Ofsted.

Why work for Diagrama?

Diagrama is a charity which has supported vulnerable children, young people, adults and families around the world for more almost 30 years.

Our aim is simple - we want a better, more equal society, one that cares for those less fortunate and ensures no-one is excluded. Dedication, innovation and education lie at the core of all our work, with the needs of the individual at the heart of everything we do.

Every member of our team plays a vital role in our journey and is encouraged to help shape it along the way. And we're never afraid to try something new - that's how we learn and get closer to achieving our aims.

www.diagramafoundation.org.uk



'Prospective adopters choose this agency over others as they value the personal approach and individual support given by its social workers. Many adopters return to adopt second and third children.'

- Ofsted 2019

Diagrama Adoption has been rated GOOD in all areas by Ofsted.

Your benefits

We offer a competitive salary and benefits package which includes 25 days annual leave plus Bank Holidays, healthcare and graduated sick pay scheme.



How to apply

If you would like to learn more about the role please call Adoption and Fostering Manager Catherine Moore for a confidential chat on 0800 802 1910.

Closing date for receipt of applications is Friday 8th November 2019 and interviews will be scheduled for week commencing 11th November 2019 at our Head Office in Chatham.

If you are interested in this position please visit our website www.diagramafoundation.org.uk for more information about our organisation. Application packs can be obtained by contacting hr@diagrama.org

We are committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment and undertake appropriate checks. Successful applicants will be required to undertake relevant DBS checks, the cost of which will be funded by the company.

We are an Equal Opportunities employer.