



Panel Advisor

**Salary £39200 per annum pro rata
(2 to 3 days per week)**

Diagrama are looking to recruit a qualified social worker with substantial post qualification experience who is passionate about improving outcomes for looked after children. The desired candidate will have a sound understanding of the regulatory and statutory framework for adoption and fostering.

As the Panel Advisor you will manage the Diagrama Adoption and Fostering Panel. You will be responsible for the smooth running of the Panels and the quality assurance of all paperwork that is presented. You will ensure Panel Members are appraised regularly. You will support the chair and the ADM in effectively fulfilling their roles. Facilitating high quality joint panel training is key to the role along with writing good quality 6 monthly reports for senior leaders and regularly meeting with Diagrama team managers.

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.

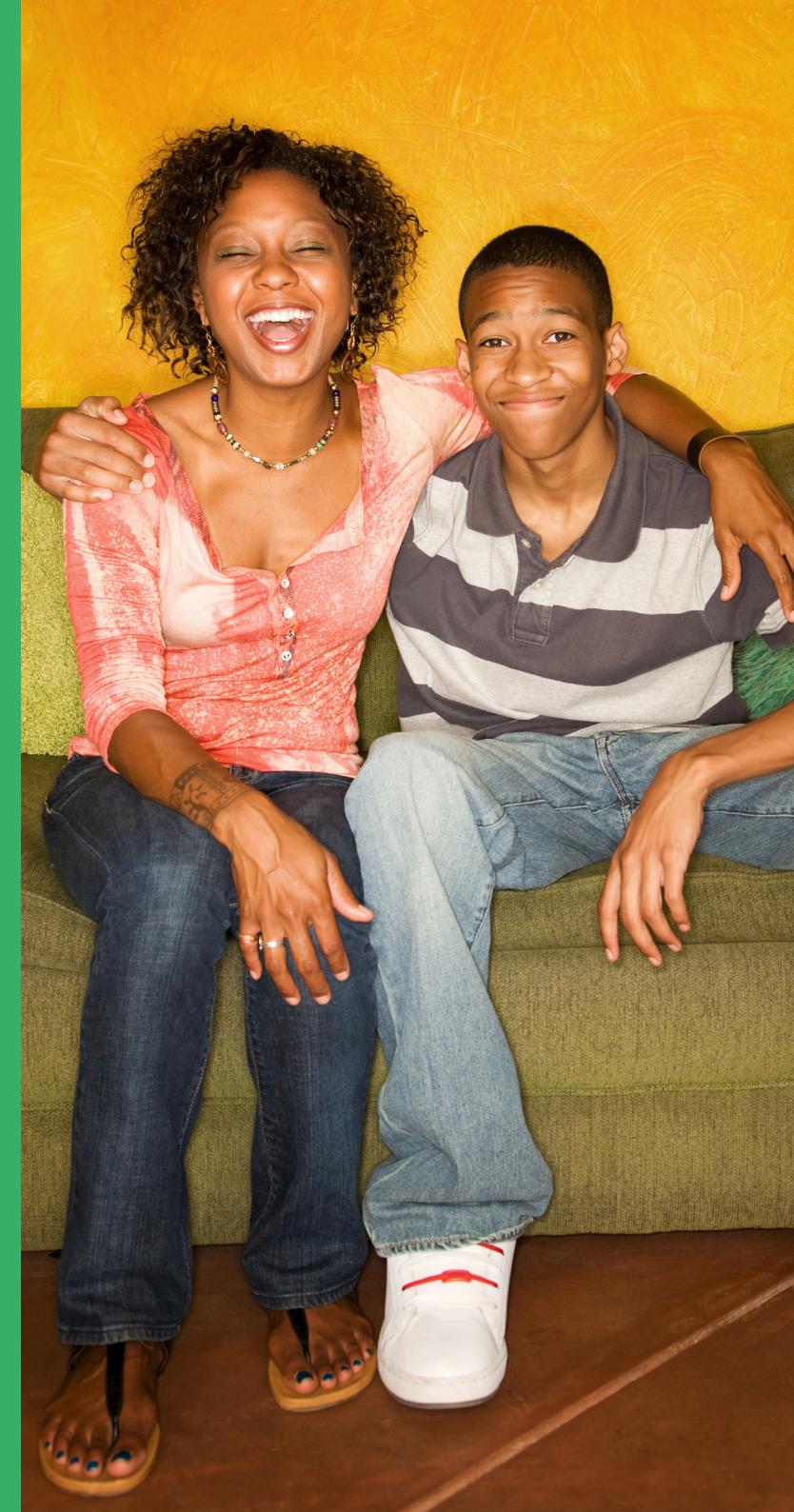
We support foster carers and adopters of all backgrounds regardless of faith,

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

Job duties will include:

- With the panel administrator coordinate the arrangements for panel meetings ensuring that all facilities are provided in advance and communicated to the panel members
- Coordinate all papers for panel ensuring that they are quality assured prior to distribution to panel members to ensure they meet the necessary standards
- Identify and coordinate all follow up actions including reports to ensure they are provided in a timely manner
- Act as professional advisor for the panel regarding procedure and practices, impact of decisions and current/proposed legislation to ensure panel and members are appraised of all relevant developments



Qualities

ESSENTIAL

- Organise induction programme for new panel members and support the Chair in the development and training of panel members.
- Provide reports and statistics as required in support of the panel Chair to ensure information is prepared and issued as required.
- Work with the panel administrator to ensure all reports are provided in a timely manner including final minutes of meeting provided to the Agency Decision Maker to enable all decisions to be made and communicated within agreed timescales

DESIRABLE

- Previous work in an Agency
- Effective written and verbal skills
- Time management

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

Diagrama Adoption offers comprehensive individual supervision and is well supported by our dedicated administration team.

We offer a competitive salary and a benefits package which includes healthcare, 6.8 weeks annual leave which include the Bank holidays and graduated sick pay scheme, together with reimbursement of professional fees and authorised business expenses, such as mileage

As a home-based social worker, you will be provided with appropriate equipment, such as phone and laptop to facilitate your work.



How to apply

To learn more about the role please contact Kate Patel on 07874884214 for a confidential chat.

Interested in applying? Email your CV to hr@diagrama.org

More information about our adoption service can be found at www.diagramaadoption.org.uk

More information about our fostering service can be found at www.diagramafostering.org.uk

Closing date for receipt of CVs is 22.3.22