



CANDIDATE PACK

AdoptionUK
Together we're family

Message from our Chief Executive



Dear Candidate,

Thank you for your interest in the role **Volunteer Support Coordinator Scotland** at Adoption UK.

We are delighted you have chosen to explore a career with us, and I hope that the information in this candidate pack is valuable in your application.

Adoption UK's vision is for an equal chance of a bright future for every child unable to live with their birth parents, and we are the leading charity providing connection, support and advocacy for adoptive families.

Created in 1971; we provide a strong supportive community and the largest voice of adoption in the UK. Our community is connected by the need to understand the challenges of adoptive and kinship families and to celebrate the rewards together. Our services are unique because they are developed by, for and with adoptive families and adopted people.

We offer hope and understanding by providing vital support, training, community, and voice to all those involved in adoption, including prospective adopters, adoptive families, adopted young people and adults, and professionals. We are increasingly working to support kinship care families.

We campaign tirelessly to ensure that adoptive and kinship families receive the support they need to thrive. Our best advocates are parents, adopted people and the professionals who support them, and we ensure their voices are heard by policy and practice decision makers.

Within this pack you will find the following:

- Our values and purpose
- Our benefits
- The application process
- The role profile for the position you are interested in.

I would also encourage you to visit us on the following platforms:

- Website: [Adoption UK Charity](#)
- YouTube: [Adoption UK - YouTube](#)
- Facebook: [\(6\) Adoption UK | Facebook](#)
- Twitter: [Adoption UK \(@AdoptionUK\) / Twitter](#)

I wish you every success in your application.

Emily Frith

CEO

Our Purpose

To secure the right support at the right time for the children at the heart of every adoptive and kinship care family.

Our Vision

An equal chance of a brighter future for every child unable to live with their birth parents.

Our Values

We are Open

- We champion every adoptive and kinship care family – we value diversity, equality and inclusion.
- We're honest about the realities of adoption and kinship care, and about what needs to change.
- We work constructively with others – we stand up for great ideas, good decisions and excellent support for families.

We are Stronger Together

- We pioneer peer support in adoption and kinship care.
- We enable families to build, and draw strength from, their networks.
- We work with families to build an expert case for better support.

We are Determined

- We won't stop until every adoptive and kinship care family has what they need to thrive.
- We will empower every adoptive and kinship care family to ask for, and get, what they need.
- Together, our community is a powerful force for change in the lives of the children we love.

Our Mission

In pursuit of our mission we:

Provide peer to peer support through our online information, message boards, helpline and different levels of individual support, depending on need. All those providing this support communicate from their lived experience of adoption and/or professional expertise.

Influence decision makers through the knowledge and experience of our members and the wider adoption and long-term fostering communities. We carry out research, develop case studies and contribute to empirical evidence of what it is like to be an adopter or long-term carer of a child who is

unable to live with their birth family in the 21st century.

Provide training and publications that set out to inform adopters, carers and professionals alike of the neurological and psychological effects of early childhood trauma and attachment difficulties. Adoption UK helps parents and carers to transform the lives of children, so that they can better overcome and come to terms with what has happened in their lives.

Our Strengths

Empowering

We seek to empower the adoptive and kinship care families and individuals we exist to support. We want to equip those who wish for it with the knowledge, support and resources they need to secure the best for themselves and their families.

Lived experience

90% of our staff, volunteers and trustees are personally connected with adoption and kinship care, as adopters, carers or as adopted people. We draw our expertise from the heart of the community we serve to bring the lived experience of adoption and kinship care into every part of our work

Four Nations

We work across the whole of the UK. We have national teams in each country and tailor our programmes to take opportunities and address priorities in each nation. We align our work to make sure that our collective resources, insights and experiences combine to help adoptive and kinship families thrive, wherever they are.

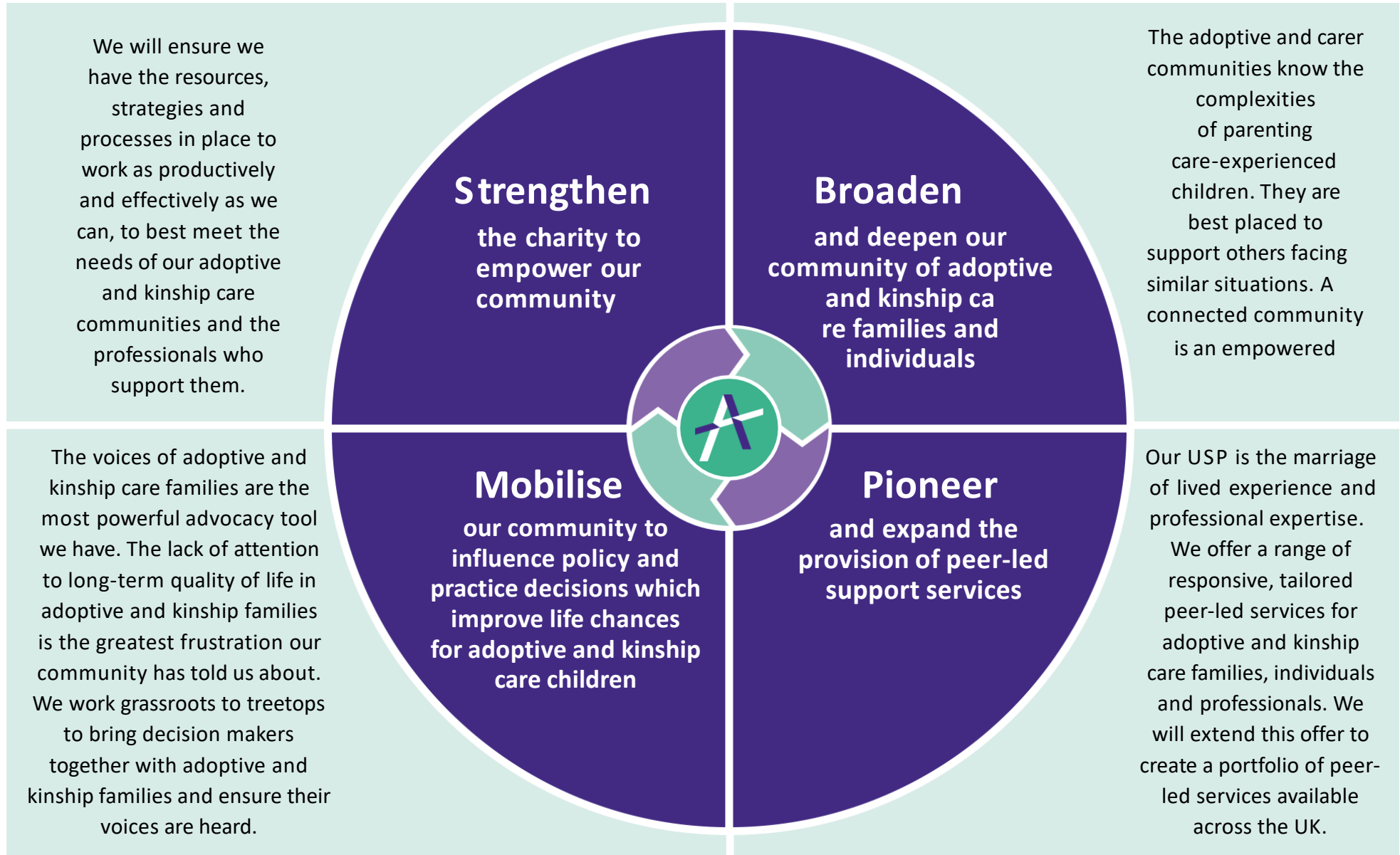
Equality, diversity and inclusion

We are committed to inclusion across our staff, volunteer and membership bodies. We are working proactively to enhance an organisation culture which celebrates the diversity of the adoptive and kinship community. We want to ensure that everyone we work with feels respected and supported, independently of race, sexual orientation, gender, language or ability.

Partnerships

We value partnership. We know that priorities for adoption and kinship care families affect many other communities, and we can often achieve more for our community by making common cause with organisations and individuals which share our values

Empowering our community



ROLE PROFILE



JOB PROFILE

JOB TITLE:	Volunteer Support Co-ordinator
RESPONSIBLE TO:	Community and Families Manager
HOURS OF WORK:	25 hours per week
LOCATION:	Hybrid (Edinburgh Head Office and Home)
DURATION:	Permanent (2 year funding available)
SALARY / GRADE:	Grade 4.5, Salary £31,799 FTE, 25 hours per week gives a pro-rata of £22,713.57.

KEY WORKING RELATIONSHIPS

- AUK Scotland Volunteers
- Community and Families Manager and Head of Community Services
- AUK Scotland Communities Team
- Wider AUK Scotland team (including FASD Hub Scotland and Kinship Services)
- AUK volunteer co-ordinators across the UK

PURPOSE OF THE ROLE

This newly funded role will support the development of community network support for all members of the adoptive community in Scotland. This will be achieved through recruitment and ongoing support for volunteers creating and delivering community focused activities across the AUK Scotland adoption community.

MAIN DUTIES AND RESPONSIBILITIES

- To review existing processes and procedures and improve, develop and implement robust organisation wide policies and procedures alongside UK wide colleagues to ensure that volunteering is well-managed and supported in AUK.
- To develop volunteer led community networks across Scotland, including in the following local authority areas, Lothian, Perth and Kinross, Angus, Highland and Dumfries and Galloway.
- To manage, supervise and support new and existing volunteers in the set up and running of the community network.
- Working with the Family and Communities manager to support the development of an Adult Adoptee community network in Scotland and work alongside existing adult adoptee volunteers to support attendance at AUK advisory group meetings.

- To work in partnership with local authorities and the wider adoption community to encourage growth and development of community networks, developing new volunteer led community networks across Scotland, prioritising Lothian, Perth and Kinross, Angus, Highland and Dumfries and Galloway.
- To encourage support with community fundraising initiatives developed by the community networks and promote national opportunities across community members.
- Alongside the community team, plan, co-ordinate and realise community events throughout Scotland
- To provide administrative and communication support to the community groups, supporting good quality assurance practice across the network.
- Work closely with the UK wide AUK volunteer co-ordinators

CRITERIA

Knowledge and Experience	<ul style="list-style-type: none"> • Experience of managing and supporting volunteers • Experience of developing volunteer policies and procedures • Experience either personal or professional of working with adopters and adoptees and care experienced communities. • Experience of supporting and setting up community networks • Experience of running community events • Knowledge of issues affecting adoptive and care experienced families • Knowledge of issues affecting care experienced adults • Experience of working with vulnerable adults and/or children
Qualifications and Education	<ul style="list-style-type: none"> • None required
Skills and Abilities	<ul style="list-style-type: none"> • Budget management • Strong administration skills • Experience of supporting community groups • Patience and understanding • Able to manage professional and personal boundaries well • Ability to create relationships and trust
Accountability	<ul style="list-style-type: none"> • Volunteers and community • Supporting Communities and Families Manager with required reporting

Behaviours	<ul style="list-style-type: none"> • Demonstrates commitment to equality, diversity and inclusion in all aspects of role at all times. • Contributes to an open and honest culture • Supports, encourages, and motivates colleagues. • Encourages challenge, creativity and innovation. • Leads by example. • Values transparency and consistency. • Understands the role of individual and collective accountability. • Actively contributes to Adoption UK's mission. • Has a clear understanding of other colleagues' roles and responsibilities • Shares skills and knowledge. • Promotes Cross Functional team working. • Offers outstanding service to members. • Takes pride in Adoption UK and promotes its values in all interactions with external stakeholders. • Identifies and uses the most appropriate form of communication. • Communicates clearly, seeking clarity when unclear and valuing the opinion of others. • Treats colleagues and other stakeholders with respect, honesty, fairness and courtesy • Is responsive to colleagues, third party professionals and service users. • Takes pride in own development. • Enthusiastic and committed to achieving high standards and meeting agreed objectives. • Takes an active interest in recognising professional and personal development needs and priorities within Adoption UK.
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This role profile is a guide to the nature of the work required and may involve other such duties as deemed necessary by the Organisation. It is not wholly comprehensive or restrictive. The role profile will be reviewed with the post-holder at significant points for the Organisation.

Postholder is expected to abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.

The Application Process

Application Stage

Applications should be made via our website: <https://www.adoptionuk.org/jobs-page>. Please click on the role you are interested in and download the Role Profile, Application Form and Diversity Monitoring Form BEFORE clicking on apply. Once you have clicked apply you will be asked to complete your name and contact details. You will be able to attach the Application Form, Diversity form and a covering note on the next page.

The Application Form must be completed in full, giving details for all employment (voluntary and paid), training, and any gaps in employment, however small, such as a university gap year, a period of unemployment or if you have travelled abroad. The supporting statement is an instrumental part of the application and shortlisting process so please give as much detail as possible, reasons for applying and information on how your experience, knowledge, skills, and abilities for the role.

Please also give any dates you will not be available or might have difficulty with the indicative timetable below.

In accordance with the Data Protection Act, the information you provide in your application, and in any accompanying papers, will be used to assess your suitability for the post advertised. It will not be released to anyone who does not require it for this purpose. If you are employed, this information will form the basis of your employment file within Adoption UK, otherwise it will be destroyed six months after the post is filled. To read our Privacy Policy in detail please click [here](#).

If you require any adjustments in order to complete the application form or if you wish to receive the application form in an alternative format, please email peopleservices@adoptionuk.org.uk or telephone 01295 752253. If you have an agency or educational contact who you wish to be involved in your application, please provide us with their details and explain to what degree you wish them to be involved.

Diversity and Equality Monitoring

Adoption UK is committed to eliminating discrimination and encouraging diversity amongst the workforce. We ensure that our methods of selection are fair and that they are solely based on merit, objective role related and ability to do the role.

We are obliged to ask you to complete the Diversity Monitoring Form, but you are not obliged to completed it. The intention of monitoring is to identify if there are difference success rates, which will allow us to take action to ensure that no group is treated unfairly.

The data will only be used for general statistical and monitoring purposes. The data will be kept separately from your application and will not be used in assessing information on your application form

If you are happy to complete the form, please email the form to peopleservices@adoptionuk.org.uk. [Please do not attach it to your online application.](#)

Keeping in touch

We will stay in touch with you by email during the recruitment process. Please check your emails regularly, including your junk folder, so you don't miss a message from us. However, we may need to call you so please ensure there is at least one contact number provided on the application form.

Shortlisting

Shortlisting is usually carried out within 10 working days of the closing date, and you should be notified of an outcome within fifteen working days of the closing date.

The panel will shortlist based on those applicants who best meet the criteria for the role.

Interview Process

Interviews will either be face to face or by video conferencing. You will be asked a number of competency questions and for some roles you may be asked to undertake assessments tasks, which could include a presentation, data, or job specific selection tasks.

If you have a disability which may affect your application or interview, please let us know of any additional arrangements you require. People conducting your interview may not have had an experience with your

disability, so please ensure you have explained all of your requirements, even ones which may seem obvious.

After your interview

We aim to let you know the outcome of your interview as quickly as possible by telephone/email, followed with a conditional offer to the successful candidate(s).

If you are not successful and would like some feedback, please email peopleservices@adoptionuk.org.uk

Pre-employment checks

If you are successful, we will contact you for the following information:

- Proof of eligibility to work in the UK (we don't support sponsorship requests)
- Proof of address
- References
- Criminal record
- An overseas police check (If you are not currently living in the UK or have spent significant time overseas)
- Verification of your qualifications and registration with relevant professional bodies, if required for the role

You will receive an email with a link to Checks Direct to complete the registration. Please ensure this is completed as soon as possible to avoid any delays.

For Scotland you will be required to have an appropriate PVG

Please note that carrying out these checks may take some time, and we cannot offer you a start date until they are complete.

References

If you are successful we will contact you for two referees. One reference must be from your most recent employer or education establishment. The second reference may be from a previous employer or a professional character reference. We cannot accept references from a family member.

Probation Period

For successful candidates it is the policy of Adoption UK to operate a probationary period. This is usually six months.

Timetable:

The closing date for this role is **27th November**. However, Adoption UK reserves the right to end the application period sooner so we would recommend you complete the application form as soon as possible, The date(s) scheduled for interviews will be week commencing 10th December. These dates may be subject to change and applications will be advised in advance should this happen.

Queries:

If you have any queries on any aspect of the recruitment process please contact People Services either by email peopleservices@adoptionuk.org.uk or telephone 01295 752253.

If you would like additional information or wish to have an informal discussion about the role, please contact peopleservices@adoptionuk.org.uk.

Adoption UK positively embraces flexible working recognising that employees may wish to balance work and family/home life.

We are committed to safeguarding and promoting the welfare of children and young people and expects everyone working with us to share this commitment.

FAQ

Why do you need to check my eligibility to work in the UK?

In order to comply with legislation, all employers in the UK are required to make basic document checks on every person they tend to employ for paid or unpaid work. We have to ask all applicants who are offered a role to provide proof that they can be legally offered unpaid work in the UK. If we do not see satisfactory documentation, the opportunity to volunteer may be withdrawn or terminated.

Why do I need a DBS or to be a member of the PVG scheme before I can work for Adoption UK?

It is standard practice for anyone working in the charity sector to have an enhanced DBS or PVG in place if they are going to be working with children or vulnerable people. In 85% of DBS applications, it can take around a week for a DBS to be completed. However, sometimes this can take longer and unfortunately you will not be able to join us until it has been completed.

What if I have content on my DBS/PVG?

Depending on the nature of your conviction, we will do a risk assessment against the role you have applied for. We appreciate honesty.

What benefits do Adoption UK offer?

Some of our benefits are:

- Generous annual leave which accumulates with service
- Office closure over the Christmas period
- Enhanced Family Friendly Policies
- Hybrid and flexible working
- Enhanced Sick pay
- Support through our Employee Assistance Programme
- Discounts of big name retail and Leisure through our Advantage Scheme
- Eyecare vouchers
- Free will writing service

What will happen to the information on my form?

Information about you will always be treated in strict confidence. All information with regards to recruitment will be collected, stored and used in accordance with the Data Protection Act 1998. The data will be used to access your suitability for the role you have applied for.

Unsuccessful applications will be stored for six months before being confidentiality destroyed. Successful applications will be transferred to a personal file.

Please see our [Privacy Notice](#) for further information

About PVG

You will be required to be a member of the PVG scheme for this role. This is a standard requirement for all staff and volunteers at charities or voluntary organisations which work with children or vulnerable people.

You will be supported to become a member of the PVG scheme if successful with this application.