



JOB TITLE:	Parent Partner
LOCATION:	Home based
RESPONSIBLE TO:	Peer Services Lead for England
DURATION:	Permanent
HOURS OF WORK:	As per individual terms
SALARY / GRADE:	Grade 2.4/ £24479 per annum fte – pro-rata



MAIN PURPOSE OF THE ROLE

- Provide peer support services via the transition service for One Adoption. You will support individual families with peer to peer goal-based intervention service deliverable via 6 sessions of support (1-1).
- Provide peer support services via dedicated support phone line, bookable sessions & email cover. This will be delivered via rota'd sessions for the Eastern Region Peer Support Line.

MAIN DUTIES AND RESPONSIBILITIES

Direct 1-1 support

- To work with families to achieve agreed goal-based outcomes.
- To work to a plan for transition.
- To signpost families to relevant support.
- To provide 6 online support sessions of 1 hour via TEAMS covering the programme topics agreed within timescale.
- To follow a programme of support and monitor progress regularly.
- To empower families to work closely with schools, settings and relevant professionals encouraging them to build and strengthen relationships.
- To complete admin and paperwork relevant to the family including evaluation paperwork.

Support Line

- Following a scheduled work pattern, respond to adopters calling in to a live phone line, providing a listening ear & signposting to relevant resources/information.
- Following a rota ensuring bookable sessions are responded to, listening & signposting where required.
- Monitor & respond to emails within your scheduled shifts.
- Ensure feedback texts are sent at the end of each interaction with a caller.

General

- Retain accurate records in accordance with Adoption UK policy and practice, complying with GDPR legislation.
- To ensure compliance with appropriate Adoption UK policies and procedures
- To carry out such other duties as may be deemed necessary.
- Ensure all admin tasks are carried out within a timely manner, Evide updated.

PERSON SPECIFICATION

EXPERIENCE, EDUCATION, QUALIFICATIONS & KNOWLEDGE

- Personal experience of adoption. (essential)
- Sound knowledge of current adoption issues, or a strong interest in developing such knowledge (essential)
- Experience within the education setting (desirable)
- Experienced mentor or similar support role. (essential)
- Experience of supporting families in group settings as well as 1:1 (desirable)
- A good understanding of One adoption RAA(s) systems and adoption landscape (desirable)
- Safeguarding – understanding of safeguarding policies and procedures (essential)
- Good working knowledge of how to use social media and a range of online platforms with confidence. (essential)

Skills and abilities

- Work and act on own initiative (essential)
- Work to deadlines and tight timescales and reporting around progress (essential)
- Flexible and able to work purposefully from home (essential)
- Excellent communication skills or verbally and written (essential)
- Group facilitation skills (essential)
- Good empathic listening skills, able to deal with issues in relation to significant trauma and loss (essential)
- Ability to organise and hold meetings, including by telephone and online (essential)
- Excellent IT skills including Teams, Outlook and Zoom or a willingness to learn (desirable)
- Ability to maintain confidentiality at all times. Aware of GDPR, particularly around holding information at home (essential)
- Ensure that internal policies and procedures are complied with. (essential)

PERSON SPECIFICATION

Behaviours

- Supports, encourages and motivates adopters and families (essential)
- Values transparency and consistency (essential)
- Understands the role of individual and collective accountability (essential)
- Has a clear understanding of other colleagues' roles and responsibilities (essential)
- Approachable and friendly (essential)
- Confident in 1:1 and group settings (desirable)
- Ability to empower and work in partnership with families (essential)
- Shares skills and knowledge appropriately (essential)
- Offers outstanding service to service users (essential)
- Takes pride in Adoption UK and promotes its values in all interactions with external stakeholders (essential)
- Willingness to learn new skills (essential)

Timetable:

The closing date for this role is 6th May 2026. 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,

Shortlisting will be carried out on 7th May 2026 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. The date(s) scheduled for interviews are 12th and 13th May 2026. These dates may be subject to change and applicants 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.

Key Dates:

CLOSING DATE:	6th May 2026
SHORTLIST DATE:	7th May 2026
INTERVIEW DATE:	12 th and 13 th May