

CANDIDATE PACK

2025

Adoption UK, Bloxham Mill, Barford Road, Bloxham, Banbury, OX15 4FF.
Registered Charity No. 1160647 (England & Wales) Registered Charity No. SCO37892 (Scotland)
Adoption UK is a company limited by guarantee. Company Number 9454381

WHO WE ARE



Adoption UK is the leading charity for adopted and care experienced people, adoptive families, and others parenting children who can't live with their birth parents. Set up in 1971, we'll be here for adopted and care experienced children, adults and their families for as long as they need us.

Our vision is a society where every child or young person who is unable to grow up with their birth parents can thrive in childhood and has an equal chance of a bright future as an adult.

Our purpose is to ensure they get the right support at the right time from childhood into adulthood. We connect people, provide information and support and influence policy and practice.

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A MESSAGE FROM OUR CEO, EMILY FRITH



Dear Candidate,

Thank you for your interest in joining us at Adoption UK.
We're delighted that you're exploring a career with us, and I hope the information in this candidate pack supports you in making your application.

Adoption UK is the leading charity for adopted people and others unable to grow up with their birth parents, and for their families. Our vision is for a society in which every child and young person who is unable to grow up with their birth parents can thrive in childhood and has an equal chance of a bright future as an adult.

Founded in 1971, we've built a strong, supportive community and the largest collective voice for the adoption and kinship care community in the UK. Our work is grounded in the lived experience of adoptive and kinship families, and our services are developed by, for, and with those we support.

We offer hope and understanding by providing vital support, advice, and connection to everyone involved in adoption — including adopted children, young people and adults, prospective adopters, adoptive families, and the professionals who work alongside them. Increasingly, we are also working to support kinship care and long-term foster care families.

We campaign tirelessly to ensure adoptive and kinship families receive the support they need to thrive. Our most powerful advocates are adopted people of all ages, adoptive parents and kinship carers — and we work hard to ensure their voices are heard by those shaping policy and practice.

We are committed to building a diverse, inclusive and equitable organisation. We warmly welcome applications from people of all backgrounds and lived experiences. We particularly encourage applications from individuals who are underrepresented in the charity sector, including people from racially minoritised communities, LGBTQ+ communities, disabled and neurodivergent people.

We are happy to make reasonable adjustments throughout the recruitment process and are committed to ensuring accessibility for all candidates. We believe that a wide range of perspectives strengthens our work and helps us better serve the communities we support.

To learn more about our work, please visit: www.adoptionuk.org
Wishing you every success with your application.

Best wishes,
Emily Frith
CEO, Adoption UK

AdoptionUK
Together we're family

OUR VALUES





WE ARE OPEN

- We champion everyone unable to grow up with their birth parents and the families who raise and care for them.
- We value diversity, equality and inclusion.
- We're honest about the realities of adoption and permanence and about what needs to change.
- We stand up for great ideas and good decisions.



WE ARE STRONGER TOGETHER

- We pioneer peer support in adoption and permanence. We bring together peer support and professional expertise.
- We work constructively with others.
- We enable people to build and strengthen their networks.
- We work hand in hand with people with lived experience to build an expert case for better support together.



WE ARE DETERMINED

- We won't stop until everyone who is unable to grow up with their birth parents has an equal chance to thrive.
- We will empower every adopted and care experienced person, and every adoptive and kinship care family to ask for, and get what they need.

OUR PRIORITIES

We are determined to work in partnership with all parts of the adoption and permanence community to ensure that adopted and care experienced people get the support they need. We have identified key strategic priorities that we believe have the potential for the highest positive impact in the lives of adopted people and others with care experience.

These are to:

- Support children and young people to have an equal chance of a bright future.
- Work in partnership with adult adoptees to raise awareness of the lifelong challenges involved in adoption, and to provide information, connection and support.
- Become the 'go to' provider of high-quality information, advice, learning and development on adoption and other forms of permanence and the effects of prenatal and early childhood trauma.
- Provide safe spaces for people in adoption, kinship care and other permanence communities to connect with their peers.
- Become a centre of excellence in the provision of support for adoption and other forms of permanence, including peer support and expert psychological therapy for adopted and care experienced people and their families.
- Influence the modernising world of adoption and permanence so it works better for adopted and other care experienced people and their families.
- Engage with the public and corporate sectors as allies to ensure that adoption and other forms of permanence are integral to their approach to equity diversity and inclusion.



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

75% 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.

EQUITY, DIVERSITY & 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. We respect individual identities and pronouns and are committed to creating a safe space at work where people are comfortable to be themselves

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.

WHAT CAN YOU EXPECT FROM US AS AN EMPLOYER?

- We are a passionate and committed organisation and truly value our employees.
- We understand how important it is to balance both home life and work life and how challenging that can sometimes be.
- We pride ourselves on our flexible working practices and focus on helping you do your job in a way which works for both you and the organisation – we have family friendly working practices such as part-time, term-time, compressed hours and a range of different working patterns.
- All our employees work on a hybrid basis, with a mix of working from home predominantly, and attending one of our offices or other locations, as required, for business need.
- We offer a wide range of benefits – including annual leave rising with length of service, family leave, development time, working from home allowance, pension provision and access to blue light discount.
- We provide a range of learning and development opportunities including e-learning, informal lunchtime sessions, internal training and external training sessions. We also support our people to undertake appropriate qualification-based training relevant to their role, to support their longer-term development.
- We have a real focus on employee wellbeing, so as well as our flexible working, we run a range of wellbeing-related training, including financial wellbeing session, have an Employee Assistance Programme and access to Occupational Health support, as well as a dedicated People Services team who offer confidential support to all our people as needed.
- Your views are important to us – we hold regular engagement sessions on specific topics to gather your views and input, and carry out an anonymous annual employee survey which gives us vital feedback and helps informs our priorities for the coming year.



OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

Our recruitment and selection processes are reviewed regularly to ensure they remain fair and transparent. We actively seek to attract a diverse range of applicants and ensure that all candidates are assessed solely on their skills, experience, and suitability for the role.

Equality monitoring

We carry out equality monitoring for all recruitment campaigns to understand more about the people applying for our roles, and to help us identify if there are any gaps or areas in which we could be taking action to ensure that we are more representative. We ask all applicants to complete our monitoring form, but you are not obliged to do so. The data will be kept separately from your application and will not be used in assessing information on your application form. It will only be used for general statistical and monitoring purposes. All information you share will be kept confidential, and stored and accessed in line with GDPR. If you are happy to complete the form, please do so here. Please do not attach it to your online application.

Attracting a diverse pool of people

We are committed to supporting people from under-represented or marginalised groups, including those with protected characteristics, to overcome barriers and thrive. Examples of positive action that we may take include:

- Targeted advertising of jobs - this may be by using specific, but not exclusive, media to advertise jobs and promote our work, to help broaden our potential talent pool and raise our organisational profile more widely
- Using positive action statements in recruitment adverts, for example stating that we welcome applications from a particular group, if our diversity data or the wider sector identifies that this is an issue
- Making reasonable adjustments to support candidates to participate in recruitment and selection processes equitably and to undertake their roles effectively once appointed
- Promoting our commitment to being a Disability Confident Employer, and supporting individuals to access appropriate assessments and support through the government's Access To Work scheme

Please do tell us throughout the process if you need any adjustments or support at all, so that we can ensure you have a positive experience which allows you to demonstrate your skills and abilities effectively.
Contact peopleservices@adoptionuk.org.uk

THE APPLICATION PROCESS

How to apply?

Applications should be made via our website: https://www.adoptionuk.org/jobs-page.
Please click on the role you are interested in and read the role profile and criteria. You will also find key dates including the closing, shortlisting and interview dates for the role.

Please download the Application Form and role profile and fill these in. Once you are ready to apply you will be asked to complete your name and contact details. You will be able to attach your completed Application Form before submitting your application.

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.

In accordance with GDPR 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 twelve months after the post is filled. To read our Privacy Policy in detail please click here.

If you require any support or 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. 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.

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. You will receive an automated email from us when you have submitted your application and you will hear from us again after the vacancy has closed. We may need to call you so please ensure there is at least one contact number provided on the application form.
Our role profile gives details of the timescales we are working to for the post you are applying for, and will give you an indication of when you might expect to hear from us. You will usually receive notification of the outcome of your application within 15 working days of the closing date.

Shortlisting

Shortlisting will be carried out by an experienced panel, and will be based on the criteria set out in the role profile. Applications will be scored objectively and those best meeting the criteria will be invited for interview. *(As a Disability Confident Employer, we offer a guaranteed interview to disabled applicants who meet the essential criteria for a role, so please inform us if you feel this applies to you.)*

THE INTERVIEW PROCESS

Interviews will be conducted by an experienced panel, and will be held either face to face or by video conferencing. You will be asked a number of competency questions based on the criteria for the role, and for some roles you may be asked to undertake assessment tasks, which could include a presentation, data, or job-specific selection tasks.

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

CRIMINAL RECORD CHECKS

We will carry out DBS checks through Checks Direct and PVG checks through Disclosure Scotland. You will receive emails with instructions on what you need to do as part of this process, and we require you to complete your relevant actions as soon as possible to avoid any delays. If you are on the DBS Update Service, we will seek your authorisation to view your information and to verify details of this.

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

All offers of employment will be subject to the successful completion of a probationary period – this is usually six months, but may vary depending on the role or length of contract.

FREQUENTLY ASKED QUESTIONS (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 intend 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 work in the UK. If we do not see satisfactory documentation, the opportunity may be withdrawn or terminated.

Why do I need a DBS/PVG 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 applications, it can take around 2-3 weeks for a DBS or PVG 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?

We will discuss any content disclosed on a DBS or PVG check sensitively with you, and appreciate your honesty. Depending on the nature of your conviction, we will do a risk assessment against the role you have applied for and make an informed decision on the impact of this on our offer.

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 GDPR. The data will be used to access your suitability for the role you have applied for.

Unsuccessful applications will be stored for twelve months before being confidentiality destroyed. Successful applications will be transferred to a personal file.
Please see our Privacy Notice for further information

Queries -

If you have queries on any aspect of the recruitment process, would like additional information, or wish to have an informal discussion about a role, please contact jobs@peopleservices@adoptionuk.org.uk