



JOB TITLE:	Adopter Development Officer
LOCATION:	Remote, Hybrid working, with travel on occasion
RESPONSIBLE TO:	Area Manager
DURATION:	Permanent
HOURS OF WORK:	13 hours per week
SALARY / GRADE:	£23,258 per annum (pro rata), Grade 3




KEY WORKING RELATIONSHIPS

- Area manager
- AUK Yorkshire and Humber team
- One Adoption South Yorkshire
- Local Authorities and voluntary agencies across the region

PURPOSE OF THE ROLE

To gather the views of adoptive families from within the Yorkshire and Humber region on adoption practice and feed them into the Regional Adoption Agencies in the South Yorkshire area and use these to influence the development of services within Adoption UK.

• MAIN DUTIES AND RESPONSIBILITIES

- To develop and implement a procedure which ensures all adoptive families in the region are aware of and have an opportunity to consider and express views on current and future adoption services.
 - To obtain opinions, ideas and input from adoptive families using social media, feedback forms, forums, meetings as well as other mediums available.
 - To represent Adoptive families on relevant Boards and Groups.
 - To provide feedback to stakeholders, including Local Authorities, Voluntary Adoption Agencies and Adoptive families, by attending meetings, forums and events and producing reports.
 - To support the facilitation of targeted forum meetings and discussions.
 - To produce reports and presentations on adoption practice across the region.
 - Support the manager with projects on occasion.
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PERSON SPECIFICATION

Knowledge and experience

- Personal experience of adoption as an adoptive parent (Essential)
- Project work experience or similar (Essential)
- Collating feedback and producing reports (Essential)
- Experience of supporting adoptive parents on a peer level i.e. support group environment or as a mentor (Desirable)
- Engaging and working in partnership with groups of adopters and professionals (Desirable)
- Sound knowledge of current adoption issues and services, or be keen to develop such a knowledge as part of personal development (Desirable)

Qualifications and Education

None required for this role

Skills and abilities

- Ability to use Office such as word, excel, Microsoft (Essential)
- Ability to organise and facilitate meetings (Essential)
- Report writing skills (Essential)
- Ability to use social media or willingness to learn (Essential)
- Good communication and people skills (Essential)
- Good listening skills (Essential)
- Ability to represent the collective views of adopters whilst remaining objective and maintaining professionalism (Essential)
- Ability to use your own personal experience alongside the experience of others to inform partnership working (Desirable)

Accountability

- To gather the views of adoptive families from within the Yorkshire and Humber region on adoption practice and feed them into the Regional Adoption Agencies to influence the development of services within Adoption UK

PERSON SPECIFICATION

Behaviours

- Takes pride in Adoption UK and promotes its values and mission in all interactions with external stakeholders.
 - Demonstrates commitment to equality, diversity and inclusion in all aspects of role at all times.
 - Contributes to an open and honest culture
 - Encourages challenge and creativity, transparency and consistency.
 - Leads by example.
 - Offers outstanding service to members.
 - Promotes cross functional team working, sharing skills and knowledge
 - Communicates clearly, seeking clarity when unclear and valuing the opinion of others.
 - Valuing the opinion of other. Treating colleagues and other stakeholders with respect.
 - Takes pride in own development, committed to achieving high standards and agreed objectives.
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Timetable:

The closing date for this role is 22nd June 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 23rd and 24th June 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 29th and 30th June. 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:	22nd June 2026
SHORTLIST DATE:	23rd and 24 th June 2026
INTERVIEW DATE:	29 th and 30 th June 2026