Recruitment pack

Self-directed Support

Project Officer

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional body for social work managers and leaders. We are a membership organisation with over 350 individual and corporate members. We exist to promote and support the development of the social work profession, and to inform, influence and improve public policy and public services.

We are excited to be appointing a Self-directed Support Project Officer to join our small team delivering on the Scottish Government’s Self-directed Support project, hosted by Social Work Scotland. The post holder will work closely in partnership with Self-directed Support (SDS) leads and other key officers at local authority level, and with all relevant national partners, to meet the deliverables of the project which include:

1. Contribute significantly to the development of a co-produced national model agreement for Option 1 Direct Payment;
2. Provide implementation consultancy to three local partnerships;
3. Support a dynamic Community of Practice by engaging with local leadership and SDS leads in order to actively facilitate the sharing of knowledge and good practice across local partnerships;
4. Engage with key national stakeholders from across Scotland within a supported National Collaboration.

To apply for this post, please submit a completed application form. Please state in your application form which referees we can contact during the selection process.

Please find included in this pack:

1. Key information, including contact details and summary of the recruitment process
2. Information about Social Work Scotland
3. Job description
4. Person specification

Separate to this pack is a background paper describing the SDS project, and the application form. Completed applications should be sent to: [calum.carlyle@socialworkscotland.org](mailto:calum.carlyle@socialworkscotland.org) by midnight on Thursday 27 October 2022.

I look forward to hearing from you.

**Dr Jane Kellock**

**SDS Project Consultant**

# 1. KEY INFORMATION

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| Self-directed Support Project Officer | |
| **Employer** | Social Work Scotland Ltd |
| **Work location** | Mix of working from home and office-based (COVID-19 restrictions permitting)  Social Work Scotland office is based at the Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB |
| **Position type** | Full time (35 hours per week) |
| **Salary** | £43,200 per annum |
| **Contract** | to end April 2023 (in first instance – discussions with Scottish Government may lead to contract extensions)  Secondments welcome.  All posts at Social Work Scotland are subject to a probation period, the precise length of which will be indicated in an offer letter. |
| **Pension** | Auto enrolment pension provided by The People’s Pension, with an employer’s contribution of 6% and an employee contribution of 5% as standard. (Pension contributions may be made to existing pension schemes on request.) |
| **Equipment provided** | Mobile phone and laptop,  Docking station and monitor (as required, for home working) |
| **Benefits** | Flexible working arrangements, in respect of the structure of your working week.  We also offer salary sacrifice schemes for:   * Bike to Work, including Cycle Miles * Childcare vouchers |
| **Start date** | As soon as possible following a formal offer of the post |
| **Application process** | To apply, please provide the following   1. A covering letter/email explaining why you want the job, highlighting relevant experience, and explaining how you meet the ‘Person Specification’ (detailed below). The letter should be between 800 and 1000 words. 2. A completed application form, including details of two work or education related references. (Please state clearly if you do want us to contact references prior to interview.)   **Completed applications should be sent to:** [**calum.carlyle@socialworkscotland.org**](mailto:calum.carlyle@socialworkscotland.org) **by midnight on Thursday 27 October 2022.** |
| **Selection process** | **Interviews will be held on the afternoon of Thursday 3 November 2022.**  Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency based questions) and asked to complete a short exercise (details of which will be provided in advance of the interview).  Interviews will be held online.  Prior to an offer being made, Social Work Scotland may invite candidates to participate in a second, shorter interview. This will take place at the Social Work Scotland offices in Edinburgh, or online. |
| **Contact information** | If you have any questions please contact:  Calum Carlyle on [calum.carlyle@socialworkscotland.org](mailto:calum.carlyle@socialworkscotland.org) |

1. **ABOUT SOCIAL WORK SCOTLAND**

**Who are we and what do we do?**

Social Work Scotland is the professional body for social work managers and leaders. We are a membership body, inclusive of members from across the public, private and voluntary sectors. We exist to promote and support the development of the social work profession, and to influence and inform public policy affecting social workers, social services and local communities.

Upholding the values which underpin the social work profession, we promote a human-rights based and person-centred approach to influencing social justice through policy and legislative engagements. We embrace change and encourage collaboration through this lens and we are committed to creating opportunities for our members and team to promote the core values of the social work profession. Working through our membership we are committed to creating the skilled and effective leadership the profession needs now and into the future.

**Our core objectives (as set out in Social Work Scotland’s Articles of Association)**

1. Pursue social justice, human rights and equality for all of Scotland’s citizens
2. Promote the unique role, value and contribution of social work
3. Articulate the expertise and insight of social work managers
4. Inform the development and implementation of policy, at national and local levels
5. Support high-quality and effective leadership within social work and social care
6. Champion research and evidence as the basis of policy and practice
7. Facilitate collaboration and practice improvement among social work and social care providers
8. Shape the direction and development of social work in Scotland

To help deliver these objectives we facilitate a large number of committees and sub-groups, populated by our members. Among these is the Chief Social Work Officers’ network. Governance is provided primarily by the Social Work Scotland Board, which is made up of company and non-executive directors; it is chaired by Social Work Scotland’s Convenor.

**Our Team**

We have a core team consisting of:

* Director
* Head of Policy and Workforce
* Senior Administration and Finance Officer
* Communications and Engagement Manager
* Modern Apprentice (Administration and Communications)
* Children and Families Social Work Policy and Practice Lead
* Protecting Children Policy and Practice Advisor
* Adult Social Work Policy and Practice Lead
* Justice Social Work Policy and Practice Lead
* Digital Social Work Policy and Practice Lead (currently vacant)

We also host a number of other staff who are with us for a fixed time, working on a specific project (usually in partnership with Scottish Government or other national partners). At the moment we have ten staff in these posts:

* Joint Investigative Interviewing of Children Project x 5
* Social Work Education Partnership x 2
* Self-Directed Support Project x 3

This post is a fourth member of staff for the Self-directed Support Project team.

# JOB DESCRIPTION

The Project Officer will work as part of a team for the delivery of the Scottish Government SDS project. The post holder is responsible for working in partnership with SDS leads and other key officers at local authority level, and with all relevant national partners. The post holder will report to the Project Manager and is accountable through the SWS SDS Project Board to the Scottish Government Social Care and National Care Service Development Directorate.

Your key responsibilities will be to:

1. Contribute to the development and delivery of the SDS project plan, taking responsibility for specific project activities.
2. Work with stakeholders (e.g. Health and Social Care Partnerships) to identify, understand and clarify the barriers, enablers and issues relating to SDS implementation and practice, and disseminate these insights widely (including to the general public).
3. Build strong relationships with people who use services (including their carers), service providers and strategic decision makers, with the aim of improving communication and understanding between parts of the social care systems, facilitating problem-solving, and informing ongoing project management.
4. With partners, identify and develop opportunities for workforce professional development (to enable delivery of SDS), including review and revision of SDS training course and related materials.
5. Bring together learning from local and national stakeholders to create a functional, easily understood, strengths-based SDS Implementation Framework, which can be used realise the policy objectives across a variety of local settings over the medium to long term.
6. With team members, provide appropriate support to the Social Work Scotland Adult Social Care Standing Committee and relevant sub-groups, and contribute more widely to the work of Social Work Scotland.
7. **PERSON SPECIFICATION**

An experienced social care professional, you will have experience of policy development, implementation, delivery and audit. You will understand the importance of professional development, and bring keen analytical and research skills. You will have detailed understanding of the Self-directed Support framework in Scotland. You must be confident dealing with high profile issues and stakeholders, and be able to demonstrate a keen understanding of the challenges facing social work and other related professions. You must be able to think through and implement creative ways for Social Work Scotland to support our members and partners to overcome these challenges.

The post holder will have the following attributes:

**Essential Criteria**

1. A professional qualification in a relevant field (i.e. social work, social care, health, etc.)
2. Experience in the design and delivery of social care services (i.e. support for children and young people, adults with disabilities, older people, etc.),
3. Experience working in a project, delivering a set of outputs within a specified timeframe.
4. Able to work flexibly and proactively, using initiative to manage your diverse workload.
5. Strong interpersonal skills, able to quickly build relationships and trust with colleagues and project partners at all levels.
6. Demonstrable influencing skills, able to resolve conflict and secure agreement on contentious issues
7. Excellent spoken and written communication skills, with a track record of preparing reports, presentations, etc.
8. Robust working knowledge of Scotland’s Self-directed Support policy, and wider legislative framework
9. Embody social work values in all of your work

**Desirable Criteria**

1. Project and / or programme management qualification
2. Qualification in social work
3. Post-graduate qualification
4. Experience managing a team involved in the operational delivery of Self-directed Support
5. Experience working on a national project or programme, with Scottish Government and varied stakeholders
6. Understanding of ‘implementation science’