Recruitment pack

Self-directed Support

Project Assistant

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional leadership body for social work. We are a membership body with over 400 individual members and over 35 corporate members. Social Work Scotland has two fundamental objectives: to support the development of the social work profession, and to influence and inform policy and legislation affecting social workers and local communities.

We are excited to be appointing a Self-directed Support Project Assistant to contribute to the work of small team delivering the Scottish Government’s Self-directed Support project (hosted by Social Work Scotland). The post holder will provide assistance to the Self-directed Support (SDS) team, including the Project Manager and two Project Officers.

The project team will link with local SDS leads and other key officers from across Scotland on the following:

1. Develop an implementation framework for the consistent delivery of Self-directed Support. This will firmly link existing written guidance to professional practice on the ground. It is anticipated that the framework will include resource allocation systems, models of assessment and delegation of decision-making, among other aspects.
2. Engage with local leadership and SDS leads in order to actively facilitate the sharing of knowledge and good practice across local partnerships;
3. Develop effective approaches to creative commissioning at a local level along with national third sector partners.
4. Assist local implementers to personalise their processes and systems drawing on existing local expertise and insight from implementation best practice.

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: [admin@socialworkscotland.org](mailto:admin@socialworkscotland.org) by midnight on Sunday 18/08/19

I look forward to hearing from you.

**Dr Jane Kellock**

Head of Strategy, Social Work Scotland

# 1. KEY INFORMATION

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| Self-directed Support Project Assistant | |
| **Employer** | Social Work Scotland Ltd |
| **Work location** | Social Work Scotland, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB |
| **Position type** | Full time or part time (up to 37 hours per week)  Please indicate on your application form your preferred number of hours. |
| **Salary** | £22,500 per annum (pro rata) |
| **Contract** | Fixed-term to End March 2021. Secondments welcome. All posts at Social Work Scotland are subject to a probation period. |
| **Pension** | Provided by The People’s Pension with an employer’s contribution of 6% based on an employee contribution of 5% |
| **Equipment provided** | Laptop and mobile phone  Docking station and desk phone |
| **Benefits** | * Flexible working arrangements   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:  A completed application form, including details of two work or education related references.  **Completed applications should be sent to:** [**admin@socialworkscotland.org**](mailto:admin@socialworkscotland.org) **by midnight on Sunday 18/8/19.** |
| **Selection process** | **There are two stages to the selection process.**  **Stage 1 - Interviews will be held on Friday 30/8/19.**  Interviews will be held at the Social Work Scotland offices in Edinburgh.  Shortlisted candidates will be invited for a 30-45 min interview (involving a mix of experience and competency based questions), and asked to complete a short exercise.  **Stage 2 – follow up conversation with panel chair**  At least one employer reference will be sought for candidates successful at stage 1. Please indicate on your application form which referees you are happy for us to contact at this stage.  Candidates who are successful at stage 1, will be asked to have a follow up conversation with the chair of the interview panel. |
| **Contact information** | If you have any question please contact:  Corinne Groenveldt at [admin@socialworkscotland.org](mailto:admin@socialworkscotland.org) |

# 2. ABOUT SOCIAL WORK SCOTLAND

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

Social Work Scotland is a professional body for social work leaders. It is a membership body with members coming from across all sectors: public, private and voluntary. Social Work Scotland functions to promote and support the development of social work, and to influence and advise on policy and legislation that affects people supported by social work services.

Our vision is of a social work profession across Scotland which is led effectively and creatively; is responsive to the needs of the people we support and protect; is accessible and accountable; and promotes social justice.

Our values are based on professional leadership to achieve social justice and public protection. We value each person we support as an individual, without judgement; we celebrate and actively promote the unique contribution and role of professional social work; we embrace change and encourage collaborative and integrated arrangements to deliver better outcomes for people; and we support and create opportunities for those within and those supporting the profession of social work in order that we can develop effective and creative leaders for the future.

**Our objectives**

* Influence and shape legislation and policy relating to social work and social care.
* Promote the unique role, value and contribution of social work and social care.
* Champion research and evidence informed approaches in our work.
* Provide professional leadership and increase leadership capacity across social work and social care.
* Support and encourage workforce development (with a focus on celebrating success, promoting standards, achieving practice improvement and demonstrating continuous learning).
* Recognise the value of continuous improvement through self-evaluation and performance improvement activities.

As a professional body our members have a key role and to support them to deliver the objectives of the organisation across the range of social work services, we operate a complex system of committees, sub groups and practice networks. We also host the Chief Social Work Officers network.

**Our Team**

We have a small core team consisting of four permanent posts.

* Director
* Head of Strategy
* Administration and Finance Officer
* Communications and Events Manager

We then have a group of policy and project staff who are with us for a fixed time, to work on a funded project or on a specific policy issue. At the moment we have 5 staff in these posts:

* Children and Families Lead
* Social Care in Prisons Lead
* Joint Investigative Interview Team x3

The Self-directed Support Project Team will form an additional team of 4 staff.

# 3. JOB DESCRIPTION

Hosted by Social Work Scotland, the Project Assistant will work as part of a small project team on the delivery of the Scottish Government’s SDS policy aims. The post holder will provide administrative support and project coordination within the SDS Project team, and work closely with Social Work Scotland’s administrative and communications staff. The post holder will report to the SDS Project Manager.

Your key responsibilities will be to:

1. Provide administrative and business management support to the SDS Project Team, including meeting scheduling, developing and maintaining contact lists, electronic filing and recording, accommodation and travel booking, etc.
2. Support project management, updating relevant documentation and databases, preparing reports, etc.
3. Service meetings of the SDS Project Team, organising venues and refreshments, addressing IT requirements, taking action notes.
4. Manage the SDS Project Team’s day-to-day financial business, processing and issuing invoices, making purchases, basic book keeping, etc.
5. Maintain relationships with facilities and IT colleagues, resolving issues on behalf of the SDS Project Team.
6. Be the first point of contact for enquiries to the Project Team, managing correspondence and responding to queries.
7. Support the Project Team with communications to stakeholders, formatting reports, distributing email bulletins, ensuring relevant webpages and social media accounts are up to date.
8. With the SDS team, contribute to the development of a functional, easily understood framework for the delivery of SDS in local areas, which attends to the needs of administrative and other key staff.
9. With team members, provide appropriate support to the Social Work Scotland Adult Social Care Standing Committee and relevant sub-groups.
10. Provide support to the Project Manager and Head of Strategy as required.

# 4. PERSON SPECIFICATION

Experienced in office and/or project administration, you will be able to work within a dynamic and busy team, managing your own workload and using your initiative to resolve issues as they emerge. You will be a positive and friendly person, eager to build relationships both within and beyond team. You will have experience of office work, including with software such Office 365, SharePoint and Xero or Sage is desirable as is knowledge and experience of organising events and meetings.

You will be the front face of the Project Team, and as such will need a confident and friendly approach to dealing with members, the public and key partners.

The post holder will have the following attributes:

**Essential Criteria**

1. Experience of office and/or project administration
2. A friendly and professional manner, able to build relationships and trust quickly
3. Good written and spoken communication skills
4. Experience of using Windows, Office 365 and SharePoint
5. Organised and proactive, able to set own work plan, and to adapt when circumstances demand
6. Able to take direction, adopting a positive, solution focused approach to delivering on a task
7. Close attention to detail, and takes responsibility for ensuring quality
8. An enthusiastic team player, eager to identify and implement improvement

**Desirable Criteria**

1. A qualification from a college or university
2. Experience using financial software (e.g. Xero, Safe, Quickbooks)
3. Experience in a project management team
4. Knowledge or experience of social work and/or the social care sector
5. Demonstrates social work values