

National Inter-agency Referral Discussion (IRD) Learning and Development team

Project Coordinator

Recruitment Pack

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.

Alongside a core team based in Edinburgh, Social Work Scotland support several projects, including the newly established National Inter-agency Referral Discussion (IRD) practice team. IRD practice is identified as a cornerstone of the child protection system. This process is key to ensuring risk to a child or young person is mitigated and appropriate support is put in place.

Working collaboratively as part of a team from social work, police and health, the IRD team will deliver a national learning and development programme for IRDs to build specialist knowledge and skills to enhance the protection of children. Delivery of the programme will be in local area across the country to support consistency of practice based on the [National Guidance for Child Protection in Scotland 2021 - updated 2023](#).

Under a collaborative leadership and management model from Police Scotland, Social Work Scotland and NHS Education for Scotland, the team will work together to deliver the agreed objectives. Work by the National Team contributes directly to policy and practice developments in the wider children's services landscape, including, but is not limited to, The Promise, UNCRC, Bairns' Hoose, Age of Criminal Responsibility and implementation of the National Guidance for Child Protection in Scotland.

We are excited to be recruiting for a key member of the IRD team. As the **Project Coordinator**, you will be central to maintaining and organising the team's activity and delivery of the national training programme. You will be responsible for providing administrative and operational support to facilitate effective engagement with key partners. You will be proactive, detail-oriented, and capable of multitasking in a fast-paced environment.

The role supports a dynamic team involved in many different, interconnected pieces of work. It is important that you share the values and principles inherent to social work, such as social justice, equality and individual dignity.

To apply for this post, **please submit a completed application form.**

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

Completed application forms should be sent to admin@socialworkscotland.org by **11:59pm on Sunday 31st August 2025.**

I look forward to hearing from you.

Corinne Groeneveldt

Operations Manager, Social Work Scotland

1. KEY INFORMATION

Employer	Social Work Scotland Ltd
Work location	Your office base will be the Social Work Scotland office at Norton Park in Edinburgh. Administrative work may be undertaken from home, and courses will be delivered in local areas.
Position type	Full time (35 hours per week)
Salary	Within the range £25,000 - £30,000 per annum (depending on experience).
Contract	<p>Fixed-term contract of 1 year, with indicative funding in place for a further / second year. Requests for secondments will be considered.</p> <p>All posts at Social Work Scotland are subject to a probation period, the precise length of which will be indicated in an offer letter.</p>
Our commitment to equality, inclusion and diversity.	<p>We are an equal opportunities employer, and we are committed to building an inclusive workplace where everyone is treated fairly and respectfully.</p> <p>We particularly encourage applications from care experienced, disabled and people from ethnic minority backgrounds.</p> <p>As an organisation we have a range of flexible working policies available to staff subject to the commitments of the role being deliverable within the requested work pattern.</p> <p>If you need any adjustments in our interview process, then please let us know.</p>
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	Laptop Other IT equipment necessary for home working.
Benefits	Flexible working arrangements, in respect of the structure of your working week. We also offer salary sacrifice schemes for: <ul style="list-style-type: none"> • Bike to Work, including Cycle Miles
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. (Please state clearly if you do not want us to contact references prior to interview.) Completed application forms should be sent to: admin@socialworkscotland.org by Sunday 31 August at 11:59pm
Interviews	Interviews are expected to take place week commencing 8 September. Shortlisted candidates will be invited for a 45 – 60 min interview involving a mix of experience and competency-based questions. As part of the interview, you may be asked to undertake a short exercise. Details of this will be provided to candidates in advance. We will look to hold the interviews in person; however, we can make arrangements for them to be held online if needed. Prior to an offer being made, Social Work Scotland may invite candidates to participate in a second, shorter interview. Two references will be requested following a successful interview.
Contact information	If you have any questions please contact: Corinne Groeneveldt (Operations Manager, Social Work Scotland) admin@socialworkscotland.org

2. ABOUT SOCIAL WORK SCOTLAND

Upholding the values which underpin the social work profession, Social Work Scotland give importance to every individual's experience and voice and seek to make social justice real through all that we do. We embrace change and encourage collaboration. We are committed to creating opportunities for our members and team through which individuals can develop as compassionate, creative and effective leaders.

We particularly encourage applications from care experienced, disabled and Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout the social work profession.

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

- a) Pursue social justice, human rights and equality for all of Scotland's citizens
- b) Promote the unique role, value and contribution of social work
- c) Articulate the expertise and insight of social work managers
- d) Inform the development and implementation of policy, at national and local levels
- e) Support high-quality and effective leadership within social work and social care
- f) Champion research and evidence as the basis of policy and practice
- g) Facilitate collaboration and practice improvement among social work and social care providers
- h) 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 15 staff and 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 nine staff in these posts. The National IRD Project will be an additional new Project.

The successful applicant will be employed and line-managed by Social Work Scotland. The post holder will carry out tasks for and on behalf of the IRD team and where appropriate contribute to Social Work Scotland's administrative and operational tasks, as directed by the Social Work Scotland Operations Manager.

Background to the National IRD Project

These posts will play a key role within the context of a multi-agency team to support full implementation of the National Guidance for Child Protection in Scotland in relation to IRD practice.

Commissioned by Scottish Government, this project is the next stage of national delivery following a national survey in January 2023 and two 3-day pilot courses. Following positive evaluation of the pilot, there was support for a national roll out within a geographical focus to support existing partnership working.

The programme will support national improvement and consistency in line with:

- [Getting it right for every child \(GIRFEC\) principles and values](#)
- [National Guidance for Child Protection in Scotland 2021 - updated 2023](#)
- [National Trauma Transformation Programme \(NTP\)](#)
- [National Joint Investigative Interviews of Child Victims and Witnesses Project](#)
- [Bairns' Hoose implementation and development](#)
- [Age of Criminal Responsibility \(Scotland\) Act 2019](#)
- [The Promise Scotland](#)
- [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024](#)

The key objectives of the Project are to enhance the standard and consistency of child protection practice around IRDs. This includes the delivery of a 3-day national learning and development programme for IRDs with a focus on child protection, age of criminal responsibility and care and risk management (CARM) in local areas to priority groups from the 3 core agencies of health, social work and police.

The team will have close connections with the National Joint Investigative Interviews (JII) Team. This will allow the programme to develop using the learning and experience of the implementation of the Scottish Child Interview Model (SCIM).

3. JOB DESCRIPTION

As the Project Coordinator, you will assist with the administrative and operational needs of the IRD team, playing a central role in the day-to-day operation of the programme.

This post is line managed by and reports to the Operations Manager at Social Work Scotland.

Your **key responsibilities** will be:

1. Provide project coordination contributing to the effective development and delivery of project outputs.
2. Assist with day-to-day business management, such as coordinating diaries, setting up meetings, preparing agendas, booking meeting venues, etc.
3. Meeting support, including note taking and record keeping.
4. Book accommodation, travel, and events for staff members.
5. Maintain relationships with Social Work Scotland core team, facilities and IT colleagues, resolving issues on behalf of the project team.
6. Ensuring colleagues have the equipment and materials needed to undertake their activities.
7. Support the project team with multilateral communications with a diverse range of stakeholders through a variety of media.
8. Maintain accurate records and databases.
9. Assist in the preparation of reports, presentations, and other relevant materials as required.
10. Collaborate with the Finance and Administration Officer to revise and update the project's budget information.
11. Provide support to the wider function of Social Work Scotland.
12. Carry out other general administrative tasks as required.

4. PERSON SPECIFICATION

This role demands flexibility, creativity and good planning. You will need to be able to work independently as well as build strong relationships within the team, SWS team and wider partners. You will play an important role within the organisation, engaging regularly with partners, and playing a role in high level meetings and discussions. You will be a visible member of the team, making a direct contribution to the IRD team and Social Work Scotland achieving their objectives. An interest in social work and social policy issues will be an advantage.

Short listing and selection will be based on the requirements set out in the criteria below. Please address these requirements in your application form, drawing on experience at work or in a voluntary capacity.

The post holder will have the following attributes:

Essential Criteria

1. Minimum of 2 years' experience working in a role with administration and/or operational responsibilities.
2. Highly competent with Office 365 (Outlook, SharePoint, OneDrive, etc.) and MS Office (Excel, Word, PowerPoint, etc.).
3. Proven experience in administrative and/or operational support and an interest in communications.
4. Finance experience related to administrative tasks.
5. Highly organised; able to plan and deliver to specific timescales.
6. Demonstrable, high-quality spoken and written communication skills.
7. Flexible and responsive; able to cope with the demands of a busy team.
8. Solution focused; able to anticipate issues and prepare.

Desirable Criteria

1. Ability to work independently and collaboratively as part of a team.
2. Active interest in social work and social policy issues.
3. Show an interest in helping to make the world a fairer, more equal place.

Social Work Scotland is a small team of people who work closely together, and we work hard to make our organisation feel supportive, respectful, and inclusive. It's important to us that the person who joins in this role will benefit from this environment but also contribute to it with their own skills and personality. This is a new role, offering the opportunity for the right candidate to help to shape the role and support national work.