

Work for ADCS

POLICY OFFICER

Spring 2018

The Association of Directors of Children's Services Ltd



March 2018

Dear Enquirer,

ADCS Ltd Policy Officer post

Thank you for your interest in the above post. The application pack consists of this letter, a job description and a person specification for the post which I trust you will find useful. This is a permanent, full time post, contract commencing as soon as possible. If you would like to discuss any aspect of the post, please contact the Association's Senior Policy Officer, Esther Kavanagh Dixon on 0161 826 9484.

Further information about the Association and our work can be found on the ADCS website, visit www.adcs.org.uk.

Application is by CV and covering letter. Your CV should include the names and contact details of two referees, one of whom should be your current employer, if applicable. The covering letter must outline your relevant experience and qualities as they apply to the details of the job description and person specification; generic covering letters are not acceptable. Covering letters should be no more than two sides of A4. The closing date for applications is 5.00pm on **Tuesday 3rd April 2018**; applications received outside this timescale will not be accepted. Applications can only be accepted if sent by email to honorary.secretary@adcs.org.uk.

Interviews for the post will take place at the Association's offices in Manchester on **11th April 2018**. Candidates selected for interview will receive notification by email no later than **Thursday 5th April 2018**. Candidates selected for interview should note that it is the Association's normal practice to seek references in advance of interviewing candidates; if this is problematic, you should indicate so on your CV.

Please note that we are unable to provide feedback to candidates who are not selected for interview.

We look forward to receiving your application.

Yours faithfully



Sarah Caton
Chief Officer

**Job description
March 2018**

Post:	Policy Officer
Responsible to:	Senior Policy Officer
Responsible for:	N/A
Hours:	Full time – 35 hours per week, 52 weeks per year
Salary:	£24,000 – £26,000 p.a. (dependent upon experience)
Other benefits:	Contributory pension scheme 26 days p.a. annual leave (plus bank holidays)
Location:	ADCS Ltd Manchester
Main purpose of post:	Working collaboratively to provide support and advice on the design and implementation of children's services policy in England and to support the various channels of communication the Association has with its members, specifically social media channels and blogs

The Association of Directors of Children's Services Ltd (ADCS) is the professional leadership association for all Directors of Children's Services working in local authorities in England and their senior management teams.

Main duties and responsibilities

1. Provide policy support and advice to members of the Association as part of the process of working collaboratively to devise and produce policy position statements, including the preparation of briefings and undertaking research.
2. Provide policy support and advice to several of the Association's Policy Committees, including planning and attending meetings and workshops, preparing papers, and ensuring agreed outputs from policy discussion fora are completed as appropriate.
3. Prepare occasional papers and contribute to reports for meetings of the Association's Council of Reference and the Board of Directors. This includes attending meetings of ADCS Council of Reference as appropriate.
4. Work collaboratively with ADCS members, regional project officers and other organisations to develop and promote evidence-based policy and practice development in the commissioning and provision of children's services.
5. Working closely with the Association's Press Officer, lead on the Association's social media communications using various channels, including twitter; and, draft and edit the Association's weekly blogs.
6. Working closely with the Association's Business Support Manager, periodically prepare and disseminate the weekly Ebulletin.
7. Write promotional copy for the Association's weekly electronic bulletin and the website as required.
8. Take part in an out of hours rota for media enquiries to the Association.
9. Work closely with senior staff in all local authorities in England, central government departments, key partners and external stakeholders on behalf of the Association.

10. Undertake other duties or responsibilities as required and as commensurate with the grade of the post and in the context of working as part of a small and busy team.

In the execution of the above duties, the post holder will be required to travel within the UK and to stay away from home overnight for which appropriate expenses will be paid.

**Person specification for the post of Policy Officer
March 2018**

Attributes	Essential	Desirable	Means of assessment: by covering letter, by CV, by test, at interview, by reference
Qualifications and training	1. Undergraduate degree in a relevant subject.	14. Higher degree.	By CV.
Work related experience	2. Experience of working in a children and families policy context.	15. Experience of communicating with target audiences using a range of formal and informal mechanisms including blogs and social media channels.	By CV, covering letter and at interview.
Specialist knowledge	3. Demonstrable knowledge of policy in relation to aspects of children's services.	16. Understanding of structure and workings of central and local government. 17. Good awareness of current affairs.	By covering letter, by CV, by test and at interview. By test and at interview.
Job related skills	4. Excellent communication skills, including the ability to communicate effectively both verbally and particularly in writing with members of the Association, partners, senior central and local government officials.	18. Experience of producing papers for and minutes of meetings.	By covering letter, by CV, by test and at interview.

	<p>5. Ability to assimilate and interpret new and often complex information in a timely way.</p> <p>6. Proficient in the use of use of Microsoft Office, internet browsers and social media applications.</p>	19. Research skills.	<p>By test and at interview.</p> <p>By covering letter, by CV and by test.</p>
Personal skills/ qualities	<p>7. Excellent organisational skills.</p> <p>8. Ability to work under pressure and to extremely tight deadlines, often managing competing priorities.</p> <p>9. Close attention to detail.</p> <p>10. High level of initiative and ability to work equally effectively alone or with colleagues as part of a team.</p> <p>11. Flexible approach commensurate with working as part of a small, very busy team.</p>	20. Persuading and influencing skills.	<p>By cover letter and at interview.</p> <p>By test and at interview.</p> <p>By covering letter, by CV, by test and at interview.</p> <p>By covering letter, by CV and at interview.</p> <p>At interview.</p>
Special working conditions	12. Ability to work outside normal office hours (e.g. being part of a rota for dealing with evening or weekend media enquiries).		At interview.

	13. Ability to travel within the UK and to stay away from home overnight occasionally, as required.		At interview.
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The Association of Directors of Children's Services Ltd (ADCS)

ADCS is the national leadership
association in England for statutory
directors of children's services and
their senior management teams



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