



Work for ADCS:
Business Support Assistant

January 2017

Dear Enquirer,

ADCS Ltd Business Support Assistant

Thank you for your interest in the above post. The Association of Directors of Children's Services (ADCS) is looking to recruit a part time administrator to join our busy and expanding team.

For the right candidate, this role offers the chance to get involved in supporting the entire business of the Association. Working closely with the ICT Officer and the policy team in our central Manchester office, the post-holder will have a focus on bringing more visibility to the sector-led improvement work of our regions by gathering and facilitating the sharing of good practice and learning.

Working with the ICT Officer the post-holder will also undertake the processing of membership applications; maintain membership records and record and develop Management Information to support the Association's policy development functions. The application pack for the post consists of this letter, a job description and a person specification, which I trust you will find useful.

This is a permanent, part time position; a degree of flexibility will be considered around working hours. Please specify any definite preferences in your cover letter. The position will commence as soon as possible. If you would like to discuss any aspect of the post please contact Gary Dumbarton, ICT Officer, or myself on 0161 826 9484.

In line with a policy priority of the Association, we particularly welcome applications from care leavers. Please note we will not use any personal information relating to your background at any stage of the application process.

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 9.00am on Monday 30 January 2017 - applications received outside this timescale will not be accepted. Applications can only be accepted if sent by email to honorary.secretary@adcs.org.uk.

Continued

Interviews for the post will take place at the Association's offices in central Manchester during week commencing 13 February 2017. Candidates selected for interview will receive email notification no later than Friday 3 February 2017. 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.

Yours faithfully

Sarah Caton
Chief Officer

**Job description
January 2017**

Post:	Business Support Assistant
Responsible to:	ICT Officer
Responsible for:	N/A
Hours:	Part time: 21 - 25 hours per week.
Salary:	Up to £21,000 p.a. pro rata, dependent on experience
Other benefits:	Contributory pension scheme 26 days p.a. annual leave (plus bank holidays) pro rata
Location:	ADCS Ltd Manchester office
Main purpose of post:	To provide administrative support with a particular focus on membership records, management information and support to our regional and policy committee networks.

This is a relatively new position and for the right candidate there is scope to shape the role to provide the best support possible to our members. Main duties include:

- 1 To provide support in gathering and communicating good practice and knowledge sharing from the sector-led improvement work of nine regional areas and the national Association, including its policy committees and networks.
- 2 Processing membership applications; maintaining membership records and, in conjunction with the ICT Officer, recording and developing Management Information to support the Association's policy development functions.
- 3 To provide ad hoc administrative support to the association's policy team including data collection and analysis utilising online survey tools.
- 4 To provide administrative support to the Association's Chief Officer, including diary management, booking travel, canvassing availability of ADCS members and others to attend meetings etc.
- 5 Proof reading, note taking and assisting with the maintenance of administrative processes and procedures.
- 6 Undertake other duties 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 may be required on occasion to travel within the UK and to stay away from home overnight for which appropriate expenses will be paid.

The expected hours of work will be 21 – 25 hours per week and the salary will therefore be calculated on a pro rata basis.

Person specification for the post of Business Support Assistant – January 2017

Attributes	Essential	Desirable	Means of assessment: by covering letter, by CV, by test, at interview, by reference
Qualifications and training	1. Educated to A level standard or equivalent.		By CV
Work related experience	2. A minimum of 2 years' experience in providing administrative support.	13. Experience of working in a local authority or children's services setting (education and social care).	By CV
Job related skills	3. Ability to communicate clearly and accurately in writing and verbally using plain language. 4. Excellent IT skills / experience of using Microsoft Office packages – specifically Outlook, Word, Access and Excel. 5. Well-developed organisational skills. 6. Ability to use the internet.	14. Proof reading. 15. Note/minute taking. 16. Electronic diary management.	By covering letter, by CV and at interview At interview
Personal skills	7. Ability to build and maintain relationships. 8. Ability to work under pressure and to deadlines.		By cover letter, by CV and at interview

	<p>9. Able to use initiative and an ability to work equally effectively alone or with colleagues as part of a team.</p> <p>10. Close attention to detail.</p> <p>11. Flexible approach commensurate with working as part of a small team.</p>		<p>By cover letter, by CV and at interview</p>
Special working conditions	<p>12. Post holder may be required on occasion to travel within the UK and to stay away from home overnight for which appropriate expenses will be paid.</p>		<p>At interview</p>