

Work for ADCS:

Business Support Officer

Autumn 2023

The Association of Directors of Children's Services

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Dear Enquirer,

ADCS Ltd Business Support Officer

Thank you for your interest in the Business Support Officer post. The Association of Directors of Children's Services (ADCS) is looking to recruit a part-time administrator to join our small but busy staff 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 Business Support Manager and the policy team, the post-holder will have a focus on membership including the processing of membership applications; maintaining membership records; maximising membership; recording and developing management information to support the Association's policy development functions; and, supporting work to understand and connect work across the nine ADCS regional groups.

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 and while the office base is in Manchester City Centre, the team currently have a hybrid pattern of working. A degree of flexibility will be considered around the pattern of working hours/ days so please do specify any definite preferences in your cover letter. If you would like to discuss any aspect of the post please contact Gary Dumbarton, Business Support Manager via gary.dumbarton@adcs.org.uk

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 will not be accepted. Covering letters should be no more than two sides of A4.

The closing date for applications is 3 November - 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 are planned to take place at the Association's offices in central Manchester on Wednesday 22 November 2023.

The Association of Directors of Children's Services Ltd
Bloc, 17 Marble Street, Manchester, M2 3AW
0161 513 4299 | info@adcs.org.uk | www.adcs.org.uk | [@ADCStweets](https://twitter.com/ADCStweets)

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

Esther Kavanagh Dixon
Chief Officer

ADCS Business Support Officer Job description – Autumn 2023

Post:	Business Support Officer
Responsible to:	Business Support Manager
Responsible for:	N/A
Hours:	Part-time: 21 – 28 Hours per week
Salary:	<i>Grade 1: Starting at £23,500 p.a. pro rata</i>
Other benefits:	<i>Contributory pension scheme</i> <i>26 days p.a. annual leave (plus bank holidays) pro rata</i>
Location:	ADCS Ltd Manchester office in combination with home working opportunities
Main purpose of post:	<p>To provide administrative support with a particular focus on membership and management information</p> <p>To work with the Business Support Manager to develop and manage information sharing between the nine ADCS regional groups</p> <p>To provide diary support and ad hoc administrative support to the Chief Officer</p> <p>To provide project support to the association's policy team</p>

ADCS is the professional membership association for statutory Directors of Children's Services and their senior management teams. The ADCS team provides policy and administrative support to our members and ensures the effective day to day running of all aspects of the business.

This role will work across the ADCS staff team to provide a range of essential administrative duties alongside supporting bespoke projects to support the Association's objectives and priorities.

As part of a small team, the successful candidate must be both a good team player and able to work autonomously. The role requires excellent written, verbal and technological skills together with advanced organisational skills with excellent attention to detail.

This role will have a focus on managing the Association's membership processes, managing membership records and analysing data to produce management information reports for the Association's Board of Directors.

The successful candidate will work with the Business Support Manager to develop and manage information sharing between the nine ADCS regions.

The right candidate will be an excellent administrator who is able to follow and develop processes and procedures, while also having experience of diary management and secretariat duties.

For the right candidate there is scope to shape the role to provide the best support possible to our members and to the staff team.

Main duties include:

1. Processing membership applications; maintaining accurate membership records and, in conjunction with the Business Support Manager, recording and developing management information to support the Association's policy development functions.
2. Work collaboratively with members, stakeholders and the ADCS staff team to ensure efficient and effective delivery of allocated project activities. This will include, but not limited to, work with:
 - a. Regional networks – creating and managing effective information sharing between the nine regional ADCS groups. Securing and collating reports from each of the nine regional ADCS groups
 - b. Supporting and developing the Association's research approvals group
3. To provide diary support and ad hoc administrative support to the Chief Officer
4. To provide ad hoc project and administrative support to the association's policy team, including data collection and analysis utilising online survey tools.
5. Assisting with the maintenance of all administrative processes and procedures.
6. Assist with the administration of a handful of national ADCS events, including attendance at those events.
7. 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.

Person specification for the post of Business Support Officer – Autumn 2023

Attributes	Essential	Desirable	Means of assessment: by covering letter, by CV, by test, at interview, by reference
Qualifications and training	1. Educated to Level 3 / A level standard or equivalent		By CV
Work related experience	2. Two years' experience in providing administrative support	14. Experience of working in a local authority, school or children's charity 15. Experience of working for a membership organisation	By CV By CV and at interview
Job related skills	3. A high level of organisational, communication and self-motivational skills 4. Have the ability to collate information and prepare good quality data in an easily understood format 5. Excellent IT skills with experience of using Microsoft Office 365 packages – specifically Outlook, Word, Excel and Teams 6. Well-developed organisational skills 7. Ability to use the internet	16. Proof reading 17. Note/minute taking 18. Familiarity with Microsoft Access and/or bespoke database systems	By covering letter, by CV and at interview

Personal skills	<p>8. Ability to build and maintain relationships</p> <p>9. Ability to work under pressure and to deadlines</p> <p>10. Able to use initiative and an ability to work equally effectively alone or with colleagues as part of a team</p> <p>11. Close attention to detail</p> <p>12. Flexible approach commensurate with working as part of a small team</p>		<p>By cover letter, by CV and at interview.</p> <p>By CV and at interview.</p> <p>By cover letter, by CV and at interview.</p> <p>By cover letter, by CV and at interview.</p> <p>By cover letter, by CV and at interview.</p>
Special working conditions	<p>13. 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>19. Ability to work from home and from office</p>	<p>At interview.</p>