

Work for ADCS

PRESS OFFICER

Summer 2024

The Association of Directors of Children's Services Ltd



ADCS Press Officer

ADCS is looking for a part-time press officer, working three days a week, Monday – Wednesday, to cover a 12-month period of maternity leave. This could be a fixed term contract or offered as a secondment opportunity.

As a Press Officer at the Association of Directors of Children's Services (ADCS), you'll be a vital member of a small team who work at a national level with ADCS members working in councils right across England, government officials and other key partners e.g. the Local Government Association.

Relationship building and communication is at the heart of everything we do and so is vital to this role. The successful candidate will work with our Policy & Press Officer and journalists from key trade titles and national media outlets to promote the work of ADCS, and children's services, as well as the rights and interests of children, young people.

You'll enjoy autonomy and the chance to influence the Association's priorities and engagements nationally. We welcome your ambition and are open to your ideas and will offer you plenty of support along the way. You can look forward to a package that includes flexible hybrid working, a high-quality Manchester city centre-based office environment, a competitive salary and pension scheme, along with a generous annual leave allocation in addition to bank holidays.

To join us, you'll need a degree level education plus relevant experience of working in a press and comms function, ideally within local government and children's services. Your passion for public service and children's issues and rights is key and should be matched by your knowledge of the policy and legislative context of the sector.

At ADCS, we want all our employees to feel valued and appreciated. We aim to ensure equality of opportunity and prevent discrimination of all forms. We strive to create a workplace where everyone feels empowered to be their full, authentic selves.

Please contact Katy Block, ADCS Senior Policy Officer, Katy.Block@adcs.org.uk for an informal discussion.

Application process

Application is by tailored covering letter (maximum 2 sides of A4) and CV which should be received by email to honorary.secretary@adcs.org.uk no later than 5pm on Friday, 30 August 2024.

Please note, applications received without a tailored covering letter will not be considered.

Interviews will take place on 16 September 2024 at the ADCS offices in central Manchester and will consist of a test and panel interview.

ADCS Press Officer

Job title:	Press Officer
Grade:	Grade 3; £34,001 – £41,111 pro rata
Reporting to:	Senior Policy Officer
Hours:	21 hours per week (0.6 FTE)
Contract:	12 months fixed term contract or secondment opportunity
Location:	Flexible working between the main office base in Manchester city centre and home.

Job purpose

The policy and press team are essential to the work of ADCS, ensuring that the views of ADCS members are central to all representations the Association makes, whether that be in meetings with government officials, responding to national consultations and in our public facing work with the media.

Collaboration is key to the realisation of our priorities. The Press Officer plays a key role in developing and maintaining relationships across a wide range of stakeholders with an interest in children's services.

The purpose of the role is to lead on media relations for the Association for three days a week, working closely with the Policy & Press Officer.

Key responsibilities

- Provide effective communications for the Association with the media (print, radio and TV)
- Act as the key point of contact for media enquiries to the Association, including out of hours
- Write and issue proactive and reactive news releases and public statements on behalf of the Association
- Advise on how ADCS should respond to media enquiries and when to issue news and public statements
- Maintain an appropriate presence for ADCS on social media with a focus on X and LinkedIn
- Maintain accurate records of the Association's media presence, including an up-to-date press contacts list
- Write promotional copy as required for the Association's weekly electronic bulletin and the website
- Prepare occasional papers and reports for ADCS Ltd Council of Reference and the Board of Directors
- Inputting into the planning for, and delivery of, a small number of national events. e.g. conferences and policy seminars
- 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.

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)

Knowledge and experience

- Educated to degree level or equivalent relevant experience
- Experience in a children's services role, media relations, journalism or public relations
- Experience of influencing others and building strong relationships to deliver tangible results
- Understanding of local government
- Good awareness of current affairs.

Desirable

- Experience of working in a local authority
- Post-graduate qualification in subject area
- Media production experience e.g. videos or podcasts.

Skills, values and behaviours

- Ability to work independently and effectively to meet tight deadlines
- Excellent and collaborative communication skills, both in person and in writing
- Good organiser who is able to work under pressure, managing multiple priorities and competing demands
- Strong IT skills including Microsoft Excel, Word, PowerPoint and relevant social media platforms
- Ability to work effectively in a busy, professional and demanding environment where attention to detail, accuracy and high-quality standards are the norm
- Flexible approach commensurate with working as part of a small team
- Ability to work outside standard office hours, as required, as part of an out of hours media rota
- Willingness to travel within the UK, occasionally staying away from home overnight, as required.

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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of Children's Services Ltd
Bloc, 17 Marble Street
Manchester
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e: info@adcs.org.uk

t: 0161 513 4299

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