

Partnership Officer

(for Scotland's Social Work Education Partnership)

Dear Candidate,

Thank you for your interest in this post.

In 2019 a National Strategic Partnership Group, referred to as the Social Work Education Partnership ("the Partnership"), was established by the Scottish Government and key stakeholders to focus on social work education. Its overarching objective is to ensure continued improvement in the quality of social work education in Scotland.

It will do this primarily by:

- ensuring consistency in the development and delivery of social work qualifying programmes;
- improving the availability of high quality practice learning opportunities across Scotland by developing national and regional approaches to practice learning; and
- developing a regional infrastructure to support engagement by providers of social work qualifying programmes and providers of practice learning opportunities.

A Programme Office is being established to support and progress the work of the Partnership, consisting of two posts: a Partnership Delivery Manager and a Partnership Officer. The Programme Office will be hosted by Social Work Scotland.

We are now excited to invite applications for the job of Partnership Officer. This is an exciting opportunity for an individual interested in contributing to the critical work needed to improve social work education in Scotland. You will report to the Partnership Delivery Manager, working with them closely to deliver the Partnership's work plan, as well as providing administrative support to the Partnership itself. Specifically, in this role you will:

- Facilitate the operation of the Partnership (and its subgroups) by scheduling meetings, preparing and circulating papers, recording discussions, etc.
- Support the Partnership Delivery Manager to progress the Partnership's work plan, including monitoring and evaluation, communications, events organising, preparing publications, etc.
- Contribute to the development and delivery of a communications plan, establishing strong working relationships with partnership members, its sub groups and its member organisations.
- Set up and maintain appropriate financial systems relating to the Partnership, and when required provide reports.

- Set up, maintain and manage data collection and provide reports as required by the Partnership.
- Support the Partnership Manager to ensure the effective operation of the Programme Office, providing a central point of contact for Partnership members and stakeholders.

The post will be a 2 year fixed term contract and would be suitable for a secondment opportunity.

Please find included in this pack:

1. Key information, including contact details and summary of the recruitment process
2. Further information about the Social Work Education Partnership
3. Job description
4. Person specification

To apply for this post, please submit a completed application form (which can be downloaded from the website separately) to admin@socialworkscotland.org by **Monday 17 February 2020**. Please remember to state in your application form which referees we can contact during the selection process. If you have any queries about the role please don't hesitate to contact Shona MacPherson at the Office of the Chief Social Work Adviser, Scottish Government, on 0131 244 0772 or by email to shona.macpherson@gov.scot.

I very much look forward to hearing from you.

Iona Colvin

The Scottish Government's Chief Social Work Advisor, and Chair of the Social Work Education Partnership

1. KEY INFORMATION

Partnership Officer	
Employer	Social Work Scotland Ltd.
Work location	Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB
Position type	Full time (37 hours per week)
Salary	£24,000 - £28,000 per annum (depending on experience)
Contract	Fixed-term to End March 2022. Secondments welcome. The post is subject to a 3 month probation period.
Pension	Provided by The People's Pension with an employer's contribution of 6% and employee contribution of 5%
Equipment provided	Laptop and docking station Mobile phone and desk phone Other equipment available, as job or individual requires
Benefits	Flexible working arrangements Salary sacrifice schemes for: <ul style="list-style-type: none"> • Bike to Work, including Cycle Miles • Childcare vouchers
Start date	As soon as possible following a formal offer
Application process	To apply, please provide: A completed application form, including details of two work or education related references. Completed applications should be sent to: admin@socialworkscotland by 09:00 on Monday 17 February 2020.
Selection process	There are four stages to our selection process.

Stage 1: Shortlisting – All applications will be reviewed against the jobs essential and desirable criteria. Shortlisted candidates will then be invited to interview.

Stage 2: Interviews – Shortlisted candidates will be invited for a 45 minute interview (involving a mix of experience and competency based questions). In advance of the interview, candidates may be asked to complete a short written exercise.

Interview will be held in central Edinburgh on Monday 9 March 2020. If applying for the role, please make sure you are available on this date.

Stage 3: Follow Up conversation & References – Candidates who have had successful interviews will be asked to have a follow up, more informal conversation with a member of the interview panel. The purpose of this will be to follow up on any questions raised at interview, and to give candidates an opportunity to find out more about the role.

At least one employer reference will be sought at this stage. Please indicate on your application form which referees you are happy for us to contact at this stage.

Stage 4: Offer – Following the discussions and information received at Stage 3, we will then decide whether to make a formal offer to one of the remaining candidates.

Contact information

If you have any questions please contact:

Shona MacPherson at the Office of the Chief Social Work Adviser on [0131 244 0772](tel:01312440772) or at shona.macpherson@gov.scot

2. ABOUT THE SOCIAL WORK EDUCATION PARTNERSHIP

Who are we and what do we do?

The Review of Social Work Education published a number of recommendations including the establishment of a partnership approach to encourage and enable the full engagement of employers, educators and other key stakeholders to ensure continued improvement in quality and consistency of social work qualifying programmes.

The Review Group recommended the development of a formal partnership at national level, with formal regional partnerships to support and enable a shared approach to professional learning and to ensure shared ownership, understanding and accountability across key partners.

A national Social Work Education Partnership has now been established to facilitate delivery of this recommendation.

Scottish Government, through the Office of the Chief Social Work Adviser, provide funding to support the Partnership. Funding is provided for two full-time staff located within a Programme Office (hosted by Social Work Scotland) and the support of a part-time Chairperson.

The Chair and the Partnership Delivery Manager will report to the Office of the Chief Social Work Adviser on the delivery of objectives agreed in an annual Business Plan.

Our Remit of the Social Work Education Partnership

The Social Work Education Partnership is an unincorporated association of education institutions, employing organisations and relevant regulatory bodies. The remit of the Social Work Education Partnership is to:

- Ensure consistency in the development and delivery of agreed aspects of Social Work qualifying programmes in line with the Framework and Standards in Social Work Education (SiSWE) with the aim of driving further improvements in the quality of Social Work education across Scotland.
- Develop and agree proposals for national and regional approaches to practice learning and other aspects of qualifying programmes, for delivery by HEI providers of social work qualifying programmes and providers of practice learning opportunities.
- Implement agreed national and regional approaches to practice learning and other aspects of qualifying programmes and monitor and review the impacts of their delivery.
- Provide national resources for advice and guidance on the delivery of agreed aspects of qualifying programmes for the use of HEIs offering qualifying programmes and employers offering practice learning opportunities, with the aim of

sharing good practice and facilitating consistent delivery of high quality education across Scotland.

- Work with the SSSC to monitor supply and demand of qualified social workers and contribute to effective workforce planning for social workers at national level, including through a shared approach to student admissions.
- Monitor developments in practice and policy with implications for social work practice and education requirements and facilitate consistent adoption of any changes to social work qualifying programmes that will support these developments.

Our Team

The Social Work Education Partnership team is made up of the Partnership Delivery Manager (this role advertised) and a Partnership Officer. However, the work of the Social Work Education Partnership is also supported by colleagues at the Scottish Social Services Council, and civil servants from the Scottish Government's Office of the Chief Social Work Advisor. Other organisations will also have key roles and responsibilities in delivering on the Partnership's objectives. Together these will constitute the Social Work Education Partnership team.

The Social Work Education Partnership has no formal headquarters, but one of the Partnership's members, Social Work Scotland, has agreed to locate the Partnership Delivery Manager and Partnership Officer alongside its own staff. You will not be part of Social Work Scotland itself, but on a day-to-day basis you will have the informal support of the Social Work Scotland core team, which consists of its Director, Head of Strategy, an Administration and Finance Officer, and the Communications and Events Manager.

3. JOB DESCRIPTION

The Partnership Officer will ensure the efficient and effective operation of the Partnership, and will support the Partnership Manager in delivering on specific actions, monitoring impact and reporting on progress. The Partnership Officer will work closely with members of the Partnership to facilitate delivery of the work plan, and will distribute communications about the Partnership to stakeholders. The Partnership Officer will also maintain budget records. The post holder will report to the Partnership Delivery Manager, and will be accountable to the Partnership itself.

Your key responsibilities will be to:

1. Provide administrative and business management support to the Partnership, including meeting scheduling, developing and maintaining contact lists, electronic filing and recording, etc.
2. Support project management, establishing and updating relevant documentation and databases, preparing reports, etc.
3. Service meetings of the Partnership (including its sub-groups), organising venues and refreshments, addressing IT requirements, taking action notes, etc.
4. Set up and maintain appropriate financial systems, managing the Partnership's day-to-day financial business, processing and issuing invoices, making purchases, basic book keeping, etc.
5. Be the first point of contact for enquiries to the Partnership, managing correspondence and responding to queries.
6. Plan and organise events, activities and publications to support the work of the Partnership as required. This might involve liaison with member organisations, identifying venues, setting dates, preparing agendas, etc.
7. Support the Partnership with communications to stakeholders, formatting reports, distributing email bulletins, ensuring relevant webpages and social media accounts are up to date.
8. Assist in the collection of data required by the Partnership, preparing tables and reports when required.
9. Provide support to the Partnership Delivery Manager and Partnership's Chair as required to ensure the effective operation of the Programme Office and delivery of the Partnerships workplan.

4. PERSON SPECIFICATION

Experienced in office and/or project administration, you will be able to balance multiple tasks, managing your own workload and using your initiative to resolve issues as they emerge. You will be a positive and friendly person, eager to build relationships both within and beyond the Partnership. You will have experience of office work, including with software such Office 365. Knowledge of how to use finance packages (such as Xero and Sage) is desirable, as is knowledge and experience of organising events.

You will be the primary point of contact for Partnership members and stakeholder, and as such will need a confident and friendly approach to dealing people.

The post holder will have the following attributes:

Essential Criteria

1. Experience of office and/or project administration and financial management
2. A friendly and professional manner, able to build relationships and trust quickly
3. Good written and spoken communication skills
4. Experience of using Windows, Office 365 and SharePoint
5. Organised and proactive, able to set own work plan, and to adapt when circumstances demand
6. Able to take direction, adopting a positive, solution focused approach to delivering on a task
7. Close attention to detail, and takes responsibility for ensuring quality
8. An enthusiastic team player, eager to identify and implement improvement

Desirable Criteria

1. A qualification from a college or university
2. Experience using financial software (e.g. Xero, Sage, Quickbooks)
3. Experience in project management
4. Knowledge or experience of social work and/or the social care sector