

**Social Work Education Partnership (SWEP) Regional Manager**

Recruitment Pack

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional body for social work managers and leaders. We are a membership organisation with over 350 individual and organisational members. We exist to promote and support the development of the social work profession, and to inform, influence and improve public policy and public services. Social Work Scotland have been the host organisation for the Social Work Education Partnership (SWEP) Programme Office since 2020 and will continue to host SWEP staff through the partnership’s next phase of development.

That next phase involves the establishment of Regional Managers for the leadership and coordination of social work education across Scotland. In the first instance these roles will lead the stakeholder consultation, development and implementation of a new infrastructure for the planning and delivery of social work education. In years ahead, the Regional Managers will have a central role in overseeing the framework for advanced social work practice, supporting social workers through their career and professional journey. Although focused on a region of Scotland, the SWEP Regional Managers will be at the centre of national developments, helping to facilitate the engagement and leadership of our SWEP oversight and subgroups, Chief Social Work Officers, Higher Education Institution Heads, regulatory bodies, Social Work Scotland and future employers of social workers.

SWEP Regional Managers will work within distinct regions of Scotland, supporting partners in that area to effectively deliver social work education and secure the future social work workforce. They will also work collaboratively alongside other Regional Managers and the SWEP Programme Office to enable effective, consistent national delivery. The infrastructure proposals identify three regions for the individual remit areas of the Regional Managers; North (Aberdeen City, Aberdeenshire, Angus, Dundee City, Fife, Highland, Moray, Na h-Eileanan Siar, Orkney, Perth and Kinross and Shetland Islands), East (City of Edinburgh, Clackmannanshire, Dumfries and Galloway, East Lothian, Falkirk, Midlothian, Scottish Borders, Stirling and West Lothian) and West (Argyll & Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Ayrshire, North Lanarkshire, Renfrewshire, South Ayrshire, South Lanarkshire and West Dunbartonshire).

Giving cognisance to the existing structures in the West of Scotland, initially we are looking to recruit Regional Managers for the North and East areas.

The SWEP Programme Office works in direct partnership with colleagues in the Scottish Government’s Office of the Chief Social Work Advisor and Social Work Scotland; this post offers a chance to join up interdependent but often disconnected policy strands (such as workforce planning and professional education) constructing a more coherent and enabling environment for social work.

If successful in securing the post, you will have the opportunity to build relationships with the leadership of social work in Scotland, across both the education and operational domains, and contribute directly to the development of the new national and regional infrastructure that will underpin Scotland’s future approach.

To apply for this post, please submit a covering letter/email and a completed application form. Your covering letter should be between 800 and 1000 words and should set out why you want the job, summarise your relevant experience, and explain how you meet the job’s ‘Person Specification’. Please state in your application form if you do want us to contact references prior to interview. Secondments welcome.

Please find included in this pack:

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

Completed application forms and covering letters should be sent to [admin@socialworkscotland.org](mailto:admin@socialworkscotland.org) by 08:00 on Tuesday 21st March

I look forward to hearing from you.

**Rosie Megginson**

SWEP Depute Partnership Manager

**1. KEY INFORMATION**

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| **SWEP Regional Manager** | |
| **Employer** | Social Work Scotland Ltd |
| **Work location** | Mix of working from home and office-based.  There will be an expectation of at least one day per month based in the Social Work Scotland office, with local and national travel as required.    Social Work Scotland office is based at the Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB |
| **Position type** | Full time (35 hours per week) |
| **Salary** | Within the range £45,000 – 50,000 per annum (depending on experience);    An annual ‘cost of living’ uplift to salary is normally paid, depending on inflation levels and Social Work Scotland finances. |
| **Contract** | 24 months (with option of a further 12 – 24-month extension, funding permitting)    Secondments welcome.    All posts at Social Work Scotland are subject to a probation period, the precise length of which will be indicated in an offer letter. |
| **Pension** | Auto enrolment pension provided by The People’s Pension, with an employer’s contribution of 6% and an employee contribution of 5% as standard. (Pension contributions may be made to existing private pension schemes on request.) |
| **Equipment provided** | Mobile phone and laptop.  Docking station, monitor, keyboard, mouse, etc. (as required, for home working) |
| **Benefits** | Flexible working arrangements, in respect of the structure of your working week.    We also offer salary sacrifice schemes for:     * Bike to Work, including Cycle Miles |
| **Start date** | As soon as possible following a formal offer of the post. |
| **Application process** | To apply, please provide the following     1. A covering letter/email explaining why you want the job, highlighting relevant experience, and explaining how you meet the ‘Person Specification’ (detailed below). The letter should be between 800 and 1000 words.      1. A completed application form, including details of two work or education related references. (Please state clearly if you do want us to contact references prior to interview.) 2. Please indicate on your application which of the two roles (North/East/both) you wish to be considered for.     **Completed applications should be sent to:** [**admin@socialworkscotland.org**](mailto:admin@socialworkscotland.org) **by**  08:00 on Tuesday 21st March |
| **Interviews** | **Interviews will be held on Monday 3rd and Tuesday 4th April.**    Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of competency and scenario based questions).    Interviews will be held in person at the Social Work Scotland Offices in Edinburgh. Due to the geographical remit of the roles and prospective applicants, online interviews will be considered where travel on the interview dates is inviable.  Please indicate in your covering email/letter, when submitting your application, what your availability is on the interview dates, and whether this would be in person or online.    Prior to an offer being made, Social Work Scotland may invite candidates to participate in a second, shorter interview. This will usually take place online, but if you were unable to attend the first interview in person, this second interview may be at the Social Work Scotland offices in Edinburgh. |
| **Contact information** | If you have any questions please contact:    rosie.megginson@swepscotland.org |

**2. ABOUT SWEP**

**Who are we and what do we do?**

In 2019 a National Strategic Partnership Group – the “Social Work Education Partnership” (SWEP) – was established by the Scottish Government and key stakeholders to identify and progress improvements in the planning and delivery of social work education. Its overarching aim is to ensure continued improvement in the quality of social work education.

SWEP’s **original objectives** were identified as:

* 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 as to how significant changes to student capacity are considered.
* 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.

**In early 2022 the SWEP remit was expanded** to include aspects of Advanced Social Work Practice, Newly Qualified Social Worker supported year and direct reporting from SSSC regarding their annual quality assurance activity for qualifying and post qualifying programmes.

**The future focus** of SWEP will include:

* Development of a regional infrastructure to support engagement by HEI providers of social work qualifying programmes and providers of practice learning opportunities.
* Development, agreement and implementation of national and/or regional approaches to ensuring the consistent delivery of sufficient high quality practice learning opportunities for all social work students. This could, for example, include:
  + Approaches to support provision of sufficient statutory practice learning opportunities within local authorities,
  + Building capacity with new or existing partners for wider provision of practice learning opportunities.
  + Development and delivery of a communication plan for the implementation phase of National and Regional Infrastructure

**Membership** of SWEP

* Chief Social Work Officer representative
* Scottish Government – Office of the Chief Social Work Adviser
* Chair(s) of the Heads of Social Work from the HEIs.
* Additional regional representative of the Heads of Social Work from the HEIs.
* Representative from voluntary sector employers of social workers/providers of practice learning opportunities
* Representative from statutory sector employers of social workers/providers of practice learning opportunities
* Scottish Social Services Council
* SASW – The professional association for social work and social workers in Scotland
* COSLA SPDS – The Society of Personnel and Development Scotland
* Regional representatives (Learning Network West and others, once additional regional arrangements are established)

The Partnership is currently chaired by Iona Colvin, the Chief Social Work Adviser to the Scottish Government.

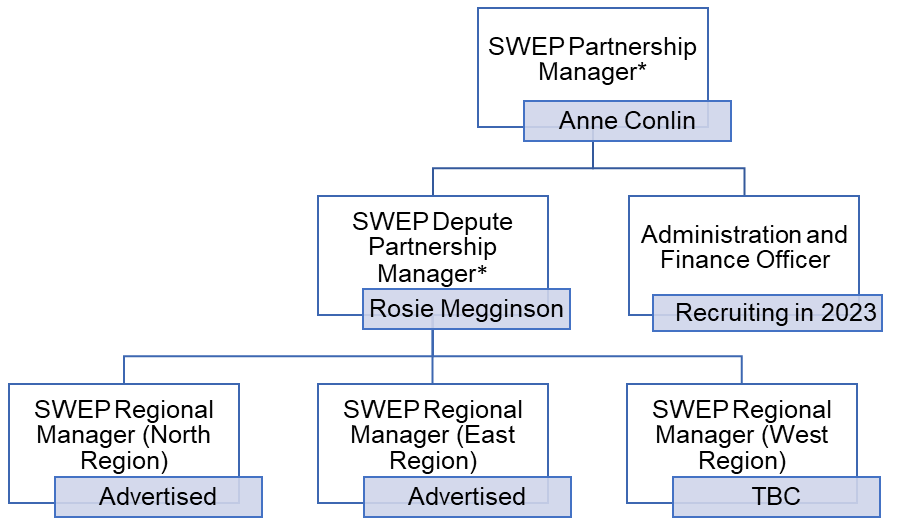
Currently there are three SWEP subgroups who are taking forward aspects of the agreed work-plan.

1. the **practice learning subgroup** who are taking forward recommendations aligned to the quality and consistency of practice learning opportunities across Scotland
2. the **regional infrastructure group** who developed the proposals for national and regional infrastructure centred on improving the sufficiency of statutory and voluntary placements promoting shared responsibility across practice and academia
3. the **advanced social work practice subgroup** (chaired by OCSWA) which aims to develop a framework for social workers (in all areas of practice) to ensure ongoing professional development and learning opportunities responding to the changing landscape in social work

**The SWEP Team**

We will have a small core team consisting of:

* National Manager
* Depute Manager
* Three Regional Managers
* Administration and Finance Officer



* \* Posts marked with an asterix are existing SWEP Programme Office posts

**3. JOB DESCRIPTION**

As one of the SWEP Regional Managers you will work to implement the agreed aspects of the SWEP priorities through the provision of support to Learning and Development and Operational Leaders in Local Authority/Health and Social Care Partnerships and the third sector in a defined region. You will lead on key projects and tasks in your locality aligned to the SWEP work-plan and locality partnership agreements.

Working with other Regional Managers, the National SWEP Managers and other key stakeholders, you will contribute to the consultation, final development and implementation of Regional and National Infrastructure to enhance social work education. The initial focus of the post will be identifying and consulting with stakeholders in your region to help inform the next phase of the infrastructure work. This will be alongside continued support for regional approaches to practice learning, working with other SWEP colleagues to achieve more national consistency. Over time the remit of this role will evolve to include supporting sector collaboration in your region to develop effective approaches for the Newly Qualified Social Workers supported year and the initial work with partners for the development and implementation of an Advanced Practice Framework.

As an experienced professional in Social Work Education with extensive knowledge of all aspects of social work education, you will bring enthusiasm and tenacity to the role. You will be able to build effective partnership approaches and identify regional and national solutions to enhance the quality and quantity of practice learning opportunities and post qualifying training and education for regional partnerships.

You will report to the SWEP Depute Partnership Manager and be supported by the SWEP Partnership Manager and Depute Partnership Manager.

Your **key** **responsibilities** will be to:

*[Regional Infrastructure]*

1. Lead, coordinate and support local partner organisations within your region to provide the nationally required numbers of Practice Learning Opportunities (PLO’S)
2. Establish and maintain strong links between public, voluntary and private sector partners to support the provision of placements and promote collaborative approaches to social work education.
3. Contribute to the development and review of partnership agreements on an annual basis, linking in with relevant local and national workforce planning activities.
4. Provide advice and guidance and advocacy to local learning and development leads and operational managers on qualifying and post qualifying social work education.
5. Lead, coordinate and support partners in your region with effective implementation of the Newly Qualified Social Worker supported year.
6. Facilitate local engagement and input with the development and implementation of the Advanced Social Work Practice Framework.

*[SWEP National Programme]*

1. Plan and deliver (in collaboration with other SWEP Regional Managers) regional and national learning and partnership events and learning opportunities.
2. Lead on aspects of national work such as working groups and key tasks on behalf of the overall SWEP team, as required.
3. Provide support and formal supervision to any project staff who may be aligned to SWEP through project work, ensuring that social workers are supported to meet their CPL requirements.
4. Any other tasks as defined through SWEP work aligned to any emerging social work education priorities.

**4. PERSON SPECIFICATION**

An experienced leader in social work education, you are passionate about the value of social work education and its contribution to the development of the profession. You are familiar with all the key components of social work education. You are a proven leader, able to take people with you, but also able to reflect and adjust your own position when necessary. You are a credible representative of the profession, able to secure the trust and confidence of your peers.

You must be interested in expanding your knowledge base and understanding other’s perspectives and possess sound research and analytical skills help you do this. You are sensitive to others positions and needs, and able to plan and facilitate strategies which move us, with partners, towards shared goals. You are excited about this chance to assist SWEP partners to develop new structures and approaches through which to deliver qualifying and post qualifying opportunities.

The post holder will have the following attributes:

**Essential Criteria**

1. A degree level qualification in a relevant field (e.g. Social Work. Social Care, Education, Community Education).
2. A Practice Education Qualification.
3. Strong interpersonal skills, able to quickly build relationships and trust.
4. Broad and nuanced understanding of Scotland’s social work education system, standards frameworks, regulation and employment patterns.
5. Demonstrable experience of coordinating Practice Learning Placements.
6. Experience in the design, delivery and evaluation of teaching or formal training programmes, including analysis of learning needs.
7. Experience of providing advice and guidance to a range of stakeholders involved in Practice Learning
8. An understanding of the nuanced challenges of collaborative partnership working in realising and navigating differing expectations.
9. Coaching and mentoring skills, able to support colleagues to develop and improve.
10. Demonstrable analytical and communication skills, able to synthesise varied information (including legislation, policy, research and statistics) to construct coherent, evidence-based reports and presentations to a variety of audiences.
11. Ability to work flexibly and responsively, using initiative to manage a diverse workload.
12. Confident and competent working both independently and collaboratively within a dynamic team structure
13. Competent using MS Office (Outlook, Word, Excel, PowerPoint)

**Desirable Criteria**

1. Post-graduate qualification in Teaching or Learning and Development
2. Project Management training or qualification.
3. Experience of coordinating and supporting Newly Qualified Social Workers and advising Social Workers and Managers on CPL and Post Qualifying Education.
4. Commissioning of learning and development opportunities, or evaluations.