



# DEVELOPING TOGETHER

## SOCIAL WORK TEACHING PARTNERSHIP

### Job Profile

## Developing Together: Social Work Teaching Partnership Administration & Events Manager

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<b>JOB TITLE</b>	<b>Administration &amp; Events Manager</b>
<b>GRADE</b>	<b>AfC scale point 30</b>
<b>SALARY</b>	<b>£35,751</b>
<b>CONTRACT TYPE</b>	<b>Fixed term or secondment (to end of March 2022)</b>
<b>WORKING PATTERN</b>	<b>36 hours per week, flexible working considered</b>
<b>REPORTS TO</b>	<b>Partnership Project Lead</b>

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### About us

The 'Developing Together' Teaching Partnership began as a Department for Education (DfE) initiative to provide a pre and post-qualifying social work education community, capable of attracting, developing and retaining the best and brightest social workers in the country. Following three successful years in operation, the Teaching Partnership is continuing with a two-tier membership comprising Achieving for Children, Croydon Children and Adults services, Kingston Adults services, Merton Children and Adults services, Sutton Children and Adults services, Surrey Children's services, Richmond and Wandsworth Adults services, Wandsworth Children's services, Kingston University, NSPCC and Welcare. You can find out more about the Partnership on our website: [www.developingtogetherswtp.org.uk](http://www.developingtogetherswtp.org.uk)

### About you

The successful candidate will have:

- A qualification or equivalent relevant experience in project and/or business support
- Experience organising, facilitating and advertising events
- Experience utilising social media, basic website development skills and knowledge of virtual platforms e.g. Zoom, Google, MS Teams etc.
- Excellent interpersonal and communication skills, both written and oral, with the ability to engage with a range of different stakeholders
- Good numeracy skills and the ability to manage invoices and maintain



budget sheet (up to £50,000 per annum)

### **About the role**

We are excited to be looking for an enthusiastic and experienced Administration & Events Manager. Working with the Project Lead, Social Work Lead and Practice Consultants, you will support us in attracting, developing and retaining the best and the brightest students and Children's and Adults social workers in the country.

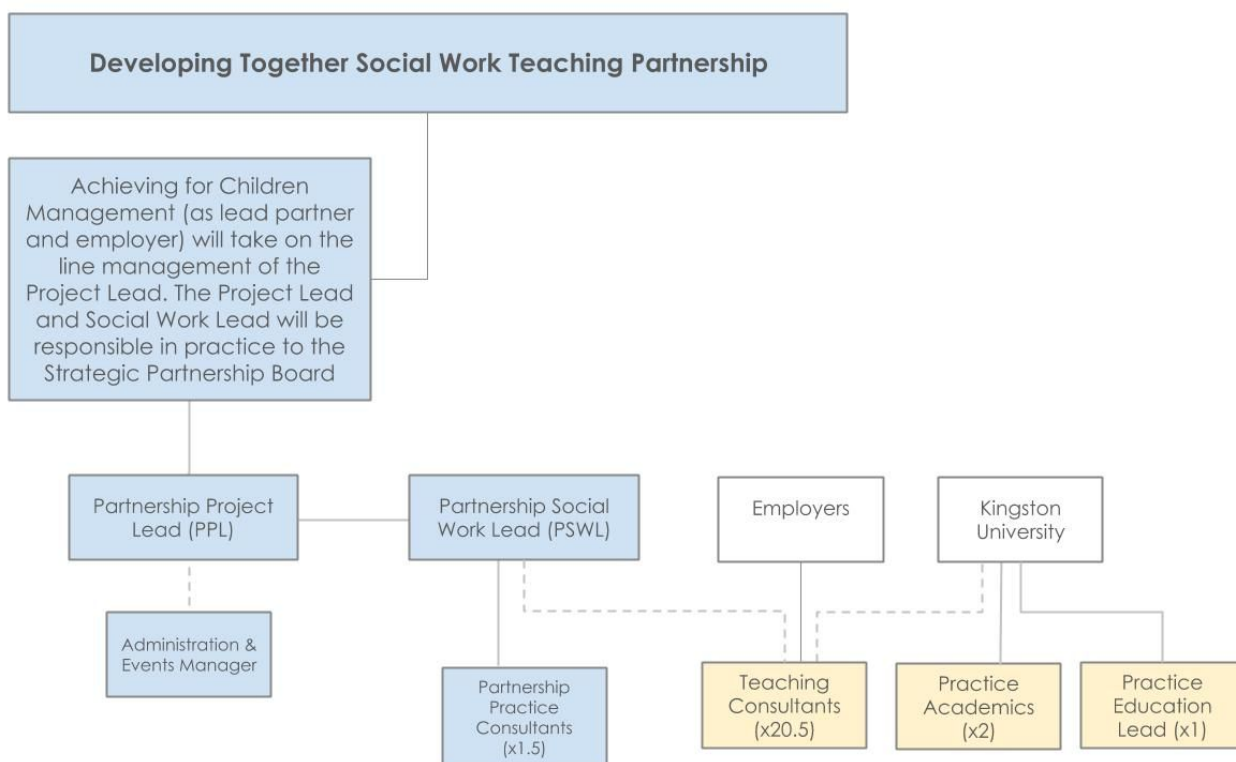
The post holder will be employed (or seconded) to Achieving for Children (AfC) to manage and coordinate the administrative aspects of the programme, including social media channels, the website and all events, making proactive decisions that will help the team deliver to the agreed timescales. They will work in collaboration with the Project Lead, Social Work Lead, Practice Consultants and all partner agencies to:

- Support strands of the programme of work as and when required, taking proactive ownership of activities allocated
- Provide project updates and reports via Excel/Sheets and any other tracking systems as required
- Carry out meeting administration – including booking rooms and equipment and taking minutes which will form part of the audit trail
- Support the Project Lead when required in preparing for operational and strategic meetings, including drafting of background papers and progress reports
- Provide high quality administrative and project support to the team as required
- Organise events, both face to face and virtual, including liaising with external/internal facilitators and coordinating logistical arrangements, including appropriate technical support
- Create flyers and brochures for advertising partnership events and training and development opportunities, circulating as appropriate to stakeholders
- Maintain the Teaching Partnership reputation and brand through consistent and clear messages using a range of approaches
- Update the partnership website and social media channels, including events, resources, flyers and other information as appropriate
- Produce a bi-monthly newsletter outlining key partnership and partner agency updates, collating contributions from relevant stakeholders
- Proactively engage with colleagues from across the partnership on a variety of topics and programmes
- Develop and maintain networks internally and externally



- Participate in relevant internal and external working groups/projects, services and initiatives to provide support
- Work on own initiative on a day-to-day basis, autonomously, escalating any issues that may arise to the Project Lead

## Organisational Structure





## PERSON SPECIFICATION

<b>Qualifications</b>
<b>Evidence</b>
A qualification or equivalent relevant experience in project and/or business support

<b>Experience</b>
<b>Evidence</b>
Experience working alongside professionals across public and voluntary sector organisations and professional disciplines
Experience of managing communication and dissemination of information across teams, services and organisations
Experience organising, advertising, facilitating and supporting events e.g. conferences, presentations, meetings, including virtual delivery
Experience of using ICT applications (i.e. microsoft word, excel, powerpoint, google doc, slides, sheets), video conferencing software (i.e. Zoom, Google, MS Teams) and social media platforms (i.e. Twitter, Instagram).
Experience of equality and diversity and the ability to work in a way that values, respects and promotes our differences
(Desirable) Experience maintaining and updating an outward facing website

<b>Knowledge, skills and abilities</b>
<b>Evidence</b>
Good business knowledge including operational and technical awareness to deliver against agreed tasks and targets
Excellent interpersonal and communication skills, both written and oral, with the ability to engage with a range of different stakeholders
Ability to communicate effectively and in a timely way with all stakeholders which is clear, fluent, concise and jargon free and in a courteous, calm and professional manner.
Ability to develop partnership relationships in order to work effectively in a multi-agency and multi- disciplinary environment, demonstrating mutual professional regard and a collaborative approach to person centred working;
Ability to provide appropriate support and solutions for the partnership to achieve progress against the implementation plan, and to understand how and when to escalate matters appropriately
Ability to work to meet tight deadlines regarding business planning and work programmes
Good numeracy skills and the ability to manage invoices and maintain budget sheet (up to £50,000 per annum)
Strong IT skills



(Desirable) Knowledge of adults and children & families social work
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(Desirable) Knowledge of different approaches to training and education, including techniques & delivery models
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This job profile is provided for guidance only. It will be reviewed, updated and amended in accordance with the changing needs of the service and the specific requirements of the role.

Agreed in: **November 2020**