

Grade £29,536
 (Grade C £29,536 -
 £40,277) prorata to
 hours

BRITISH ASSOCIATION OF SOCIAL WORKERS



POST TITLE: Business Support and
 Engagement Officer

DATE: Apr-24

SUMMARY OF JOB: To support the Communications and Public Affairs Officer to deliver the SASW communication and policy strategies and plans. To lead on identified policy areas relating to social work and social workers in Scotland. To promote social work to all stakeholders, through effective engagement, working with relevant Scottish Government departments, providing excellent written content for internal use and external publication. To support our presence on social media. To encourage and support member participation and engagement.

BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Experience	Good working experience of information management, databases and communication/information technologies as well as use of Microsoft applications Working in a busy environment, high volume and deadline driven with many competing demands. Providing total administrative support to meetings/committees/team environment eg agendas, minutes preparation etc Diary management (own and others) Accurate preparation of reports, budgets, conference materials, advertising, publications etc	Knowledge of the health and social care sector including social work in Scotland Working with a remote workforce Contract/supplier management	Application form/Interview

	Project work		
Qualifications:	Educated to A level standard with employment history in administration	Further qualifications in a relevant area: business, communications, events management	Application form/Interview
Training:	Evidence of active engagement with personal professional development	Health and Safety and/or Risk Assessment or similar	Application form/Interview
Skills/Specialist Knowledge:	<p>Customer service skills</p> <p>Evidence of the capacity to build positive relationships with stakeholders</p> <p>Risk assessment and good understanding of safety requirements</p> <p>Understanding of data handling and GDPR</p> <p>Excellent communication skills and an eye for accuracy and detail</p> <p>Working knowledge of Microsoft Office and CRM systems</p> <p>Time management skills</p>	Experience of a membership organisation	Application form/Interview
Circumstances:	<p>Willingness to work flexibly and travel with occasional pre arranged overnight stays</p> <p>Must be able to be at the Edinburgh office as required.</p> <p>Is able to attend occasional events outwith usual office hours where the work requires that.</p> <p>This is a role that could be carried out through a blended approach to home and office based working.</p>		Application form/Interview
Disposition / Attitude:	Recognise and value all aspects of equality and diversity	Ability to work across teams and constructively with colleagues within BASW	Application form/Interview

	<p>Able to remain calm in a crisis, manage competing demands and prioritise</p> <p>Be friendly and approachable and comfortable dealing with people at all organisational and social levels</p> <p>The ambition to enable the membership to participate and inform our work</p> <p>Understanding of and commitment to the importance of accessing training, learning and development opportunities</p> <p>Aware of issues of confidentiality and commercial sensitivity.</p> <p>Must be able to work on own initiative whilst being accountable but also to contribute within a team situation.</p> <p>Ability to meet strict deadlines</p>	<p>Disposition which suggest assertiveness and sensitivity as well as patience in approach.</p>	
--	---	---	--