



## Professional Officer (PO) BASW England

**Responsible to:** National Director

**Summary of job:** To actively recruit and retain members, lead and support BASW England branch development and influence social work policy, practice and social work education in the field of *adult services*. To implement BASW's 2020 Vision and country specific work streams. To influence, develop and support BASW England policy, research activities and respond to national and local consultations by working in collaboration with staff, members, England National Standing Committee (NSC), partner organisations and other teams across the Association. To undertake other PO duties as specified in the job description and co-ordinate BASW's activities across England.

**Responsible for:** Other staff as required.

### 1. Key functions :

1. To organise and take part in member recruitment drives, including visits to Universities and to statutory, voluntary and independent agencies and to make presentations and co-ordinate a BASW presence at conferences and events attended by social workers.
2. To formulate and be involved in the delivery of recruitment initiatives with BASW Membership and other teams across the Association.
3. To develop and support branch development and be the designated Professional Officer lead for membership groups including Policy Practice and Education Groups (PPEGS), Branches, BASW England groups, policy development and other initiatives.
4. To contribute to and support the co-ordination of BASW England events.
5. To lead on stakeholder engagement activities and develop an evidence base that can be included in consultation responses and submissions to Education Select Committees and APPGs, national and regional strategic and operational forums.
6. To work in close collaboration with the Country team, NSC, members, Parliamentary Officer, ProfDev, Marketing and IT and other teams across the Association in the development of policy, position statements and CPD pathways.

7. To provide information, guidance, support and direction to the England National Standing Committee (NSC), sub committees, groups and membership groups as and when required. Attendance will be required for the former when a face to face meeting is taking place (including at locations in Birmingham and London).

8. To work with stakeholders to identify key professional issues in social work practice and take a lead in policy research and preparing appropriate responses, policy documents, practice guidance, discussion papers and other materials.

9. To form part of the England Team in offering a range of services to members and to work autonomously.

10. To keep up to date on social work issues and developments and provide BASW members and others who make enquiries with advice, information and support.

11. To facilitate and support the work and development of other BASW staff performing development or administrative roles.

12. To facilitate member engagement, discussion and policy development across BASW England underpinned by a model of human rights and ethical practice.

13. To develop links with other member associations in England including exchange of policy and practice developments

14. To ensure that identified activities are efficiently managed within the available budget and that opportunities for BASW are maximised

15. To work as part of the wider BASW staff team, attending meetings and events as required and be prepared to travel across the nation.

14. To undertake additional duties as required by the Chief Executive.

## **2. Representing BASW**

To raise the profile of BASW and BASW England, the unique identity of social work as a profession and social work policy and practice issues by: -

1. Working with the National Director and England Committee to develop effective lobbying, strategies and work with opinion formers to influence policy and social work practice

2. Direct contact with BASW members, staff, branches, strategic groups, government, NGO and partnership forums at a national, regional and local level.

3. Working with BASW's Press, Marketing and Communications Team to contribute to press releases, articles, editorials as required

4. Communicating through PSW, BASW England e-bulletin, BASW website, blogs and other social media outlets

5. To establish and sustain links with other organisations, associations, policy and campaigning groups.

**4. Other**

1. To undertake additional duties as required by the Chief Executive and National Director.