



The professional association for
social work and social workers

PROFESSIONAL OFFICER (BASW Cymru)

Responsible to: National Director

Summary of job: To support develop and co-ordinate BASW's activities in Wales. To have a thematic focus on coordinating of Policy/Position Statements. To campaign for and promote social work and to recruit and retain members in partnership with other staff and members of the Association. To engage members, build networks and support the Wales Country Manager and BASW Cymru Committee in delivering the BASW Cymru Development Plan and meeting BASW's Strategic Objectives.

Key roles:

1. Involvement in the work of BASW Cymru

- a) To provide information, guidance, support and direction to the BASW Cymru Committee, sub committees, SIGs and other groups. Attendance will be required for the former when a face to face meeting is taking place and may be required for others.
- b) To work with members, groups, Committees and Special Interest Groups (SIGs) 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.
- c) To assist the Policy, Ethics and Human Rights Committee and Chief Executive develop BASW UK policy.
- d) To form part of the BASW Cymru Team in offering a range of services to members and to work autonomously.
- e) 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.
- f) To ensure that BASW member activities in Wales are managed efficiently within available budget, taking some responsibility for delegated budgets and to be involved in strategic work devising and delivering the BASW Cymru Development Plan.
- g) To supervise and facilitate the work and development of other BASW staff performing development or administrative roles.
- h) To liaise and work with BASW staff throughout Wales, in Birmingham and other functional and geographical areas of BASW UK.

2. Representing BASW

To raise the profile of social work as a profession and of social work issues by:

- a) Working with the BASW Cymru Country Manager and BASW Cymru Committee to develop effective lobbying strategies and work with opinion formers through direct approach or involvement in reference groups, working parties, etc.
- b) Working with BASW's Communications Team to write press releases, articles, editorials, etc, to brief journalists and undertake press, TV and radio interviews and to formulate public responses to social work issues.
- c) Communicating through PSW, BASW Cymru e-bulletin, BASW website, blogs and other outlets information for BASW members, non-members and the public.
- d) To establish and sustain links with other organisations, associations and campaigning groups.
- e) To take part in campaigning activity.

3. Policy

To have a thematic lead for the co-ordination of policy/position statement development, key consultation responses and research analysis for BASW Cymru.

- a) To undertake research analysis, literature reviews and good practice evaluations and develop an evidence base that can be included in consultation responses and submissions to Welsh Gov/CPG's/SCW, national and regional strategic and operational forums.
- b) To work in close collaboration with the Country team, NSC, members, Parliamentary Officer, Marketing and IT and other teams across the Association in the development of policy and position statements
- c) To provide information, guidance, support and direction to the Wales Committee, sub committees, groups and special interest groups as and when required. Attendance will be required for the former when a face to face meeting is taking place
- d) To take a lead in specified areas of policy consultation, research and preparing (e.g. national policy consultation responses, BASW Cymru policy documents, practice guidance, position statements, discussion papers and other materials).
- e) 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.
- f) To facilitate member engagement, discussion and policy development across BASW England underpinned by a model of human rights and ethical practice.

4. Member Engagement and Recruitment

- a) To organise and take part in member recruitment and retention drives.
- b) To formulate and be involved in the delivery of recruitment initiatives with BASW Membership and others.

- c) To support development, maintain contact and work with established BASW groups in Wales, e.g. Branches, ad hoc short-term groups, and wider membership to involve them in activities, policy development and other initiatives.
- d) To support parts of BASW Cymru's programme of seminars, conferences and events.

5. Other

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