

Work for ADCS

POLICY & PRESS OFFICER

Spring 2024

The Association of Directors of Children's Services Ltd





ADCS Policy and Press Officer

As a Policy and Press Officer at the Association of Directors of Children's Services (ADCS), you'll be a vital member of a small team who work at a national level with ADCS members in councils right across England, government officials and other key partners e.g. the Local Government Association.

Relationship building and communication is at the heart of everything we do and so is vital to this role. The successful candidate will support two of the Association's national policy committees focused on all things education and on the workforce right across children's services. The successful candidate will also work with our part-time Press Officer and journalists from key trade titles and national media outlets to promote the work of ADCS, and children's services, as well as the rights and interests of children, young people.

You'll enjoy autonomy and the chance to influence the Association's priorities and engagements nationally. We welcome your ambition and are open to your ideas and will offer you plenty of support along the way. You can look forward to a package that includes flexible hybrid working, a high-quality Manchester city centre-based office environment, a competitive salary and pension scheme, along with a generous annual leave allocation in addition to bank holidays.

To join us, you'll need a degree level education plus relevant experience of working in a policy or press and comms function, or ideally both. If you don't have both but are great at one and interested in the other, we'd welcome hearing from you. Your passion for public service and children's issues and rights is key and should be matched by your knowledge of the policy and legislative context of the sector.

At ADCS, we want all our employees to feel valued and appreciated. We aim to ensure equality of opportunity and prevent discrimination of all forms. We strive to create a workplace where everyone feels empowered to be their full, authentic selves.

Please contact Katy Block, ADCS Senior Policy Officer, Katy.Block@adcs.org.uk, for an informal discussion.

Application process

Application is by tailored covering letter and CV which should be received by email to honorary.secretary@adcs.org.uk no later than 5pm on Friday, 10 May 2024.

Please note, applications received without a tailored covering letter will not be considered.

Interviews will take place on 21st or 23rd May 2024 in Central Manchester and will consist of a test and panel interview.

ADCS Policy and Press Officer

Job Title: Policy and Press Officer

Grade: Grade 3; £34,001 – £41,111

Reporting to: Senior Policy Officer

Location: Flexible working between the main office base in Manchester City Centre and home

Job purpose

The policy and press team are essential to the work of ADCS, ensuring that the views of ADCS members are central to all representations the Association makes, whether that be in meetings with government officials, responding to national consultations and in our public facing work with the media.

Collaboration is key to the realisation of our priorities. The Policy and Press Officer plays a key role in developing and maintaining relationships across a wide range of stakeholders with an interest in children's services.

The purpose of the role is twofold, to lead the Association's policy development work across some specific policy areas e.g. education and workforce, while also leading on media relations for the Association for two days a week.

Key responsibilities

- To provide policy advice and support in relation to children's services
- Supporting the work of two of the Association's six policy committees, including attendance at meetings (majority online), preparing papers and production of minutes and undertaking follow up actions as appropriate
- To provide information, research and analysis to members of the Association, particularly our national policy leads, who are serving directors of children's services
- Devising and drafting of policy position statements, including the preparation of briefings in conjunction with other members of the team
- Write promotional copy as required for the Association's weekly electronic bulletin and the website
- To work as directed on projects which support the delivery of ADCS priorities
- Provide effective communications for the Association with the media (print, radio and TV)
- Act as the key point of contact for media enquiries to the Association
- Issue proactive and reactive news releases and public statements on behalf of the Association
- Advise on how ADCS should respond to media enquiries and when to issue news and public statements
- Maintain an appropriate presence for ADCS on social media with a focus on X (formerly known as Twitter) and LinkedIn
- Maintain accurate records of the Association's media presence, including an up-to-date press contacts list
- Inputting into the planning for, and delivery of, a small number of national events e.g. conferences and policy seminars
- Undertake other duties or responsibilities as required and as commensurate with the grade of the post and in the context of working as part of a small and busy team.

Knowledge and experience

- Educated to degree level or equivalent relevant experience
- Experience in a children's services role, public sector policy and/or, media relations, journalism or public relations
- Experience of influencing others and building strong relationships to deliver tangible results
- Understanding of local government
- Good awareness of current affairs.

Desirable

- Experience of working in a local authority
- Post-graduate qualification in social policy, social work, public administration or relevant subject area
- Media production experience e.g. videos or podcasts.

Skills, values and behaviours

- Ability to work independently and effectively to meet tight deadlines
- Excellent and collaborative communication skills, both in person and in writing
- Good organiser who is able to work under pressure, managing multiple priorities and competing demands
- Drafting accurate minutes and reports to a high quality
- Strong IT skills including Microsoft Excel, Word, PowerPoint and relevant social media platforms
- Ability to work effectively in a busy, professional and demanding environment where attention to detail, accuracy and high quality standards are the norm
- Flexible approach commensurate with working as part of a small team
- Ability to work outside standard office hours, as required, as part of an out of hours media rota
- Willingness to travel within the UK, occasionally staying away from home overnight, as required.

The Association of Directors of Children's Services Ltd (ADCS)

ADCS is the national leadership
association in England for statutory
directors of children's services and
their senior management teams



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