



What Works *for*
**Children's
Social Care**

Team Administrator

Candidate Brief

Dear Candidate,

Thank you for your interest in the Team Administrator role at What Works for Children's Social Care.

What Works for Children's Social Care (WWCSC) is an exciting 'social start-up' and a fantastic opportunity to make a difference to the lives of children and their families in England. Every year over 700,000 children and young people, and their families, have contact with the children's social care sector. Changes in how the sector supports these children and their families can have hugely significant effects that resonate throughout entire lifetimes.

The Government's reform programme is increasingly giving control over how services should be run – along with accountability for the results – to the practitioners and practice leaders who are closest to children, young people and their families. Local authorities up-and-down the country, supported by a range of other organisations both statutory and third sector, are using that freedom to try different ways of designing and delivering children's services, and up to £200m is being provided through the Department for Education's Innovation Programme to support this work.

With so much innovation taking place – and so much potential for change – the sector needs an independent organisation to look across all of this work and systematically develop the evidence base on what works, for whom, under what circumstances, and how. This is the best encapsulation of WWCSC's mission – to collect the best evidence on what we already know, work with the sector to prioritise the many questions that remain unanswered, fund research, and determine how best to make evidence relevant and accessible to decision makers. What Works Centres have been a great success in other policy areas – including in education, policing and healthcare – and we expect great things from What Works for Children's Social Care.

Reporting to the Operations Manager, the post holder will support all aspects of the organisation's activities to ensure smooth day to day running of the Centre's processes.

I look forward to hearing from you.

Michael Sanders

Executive Director, What Works for Children's Social Care

The role

- Supporting What Works for Children's Social Care to enable the organisation to be as effective and efficient as possible.
- Ensuring the organisation's systems are up to date, with a focus on supporting the team with Salesforce.
- Finance support - processing invoices, bookkeeping on Xero.
- Booking travel and supporting with internal and external meetings.
- Supporting on contracts, MOUs and partnership agreements.
- Responding to ad hoc tasks (e.g. email follow ups to internal team queries).
- Supporting office building tasks to ensure the smooth running of the organisation
- Supporting the Communications team, uploading content on to our website.
- Supporting individuals with following organisational policies and procedures.
- Managing shared mailboxes and team correspondence accordingly.

The Person

Essential skills

- Highly organised with the ability to manage competing priorities.
- A strong communicator.
- Experience in a similar role, supporting systems and processes.
- Advanced Level PC Skills (Google docs, sheets and slides, Microsoft Word, PowerPoint & Excel) and use of a CRM are helpful.
- Adaptable and versatile individual with a helpful, friendly and informal style.
- Can identify and implement new ways of solving problems.
- Positive and flexible - someone who enjoys being part of a busy team.

Desirable skills

- Experience working within a related sector, e.g. voluntary sector, public sector, or government.
- Proven track record of building relationships with individuals at all levels within the organisation and externally.
- Experience of office and facilities management

Initial Terms and Conditions of Appointment

- **Remuneration:** circa £25,000 plus excellent benefits
- **Time Commitment:** Full time role (37.5 hours per week).
- **Location:** Central London.
- **Term:** Initial fixed term contract of 6 months

Introduction to the Centre

About Us

What Works for Children's Social Care (WWCSC) seeks better outcomes for children, young people and families by bringing the best available evidence to practitioners and other decision makers across the children's social care sector. We generate, collate and make accessible the best evidence for practitioners, policy makers and practice leaders to improve children's social care and the outcomes it generates for children and families.

Our research looks at the point of referral through to permanence, including adoption, care-leaver support and targeted early help. We focus on children's social care practice in England and draw on and share learning at the international level.

We were commissioned by the Department for Education and work with a range of stakeholders. Engagement and co-design are central to our approach and we are working in close consultation with leaders, practitioners, children and young people, families and researchers across the sector to:

- Identify gaps in the evidence, and create new evidence through trials and evaluations
- Collate, synthesise and review existing evidence
- Develop, test and publish tools and services that support the greater use of evidence and inform the design of the future Centre
- Champion the application of robust standards of evidence in children's social care research.

WWCSC collates, produces, and translates research about "What Works" in Children's Social Care through a variety of different methodologies, both qualitative and quantitative, to conduct research that can be used by social workers, leaders in the sector and policymakers to support children and their families.

To do this, all of our research needs to adhere to our four principles:

- Research needs to focus on impact – how does a piece of practice work, how does it impact on social workers, and if we take one action rather than another, what happens as a result?
- We need to bear in mind the nuance of social care. The lives of children and families are complex and complicated, and there are many factors involved in successful social work. What works in one setting for one family might not work in a different circumstance. We need to design our research to take into account – and even celebrate – this complexity.
- Studies have to be useful – if we can't identify who we think should be able to make use of a piece of research, it's not for us. While there is certainly value in more exploratory research, this is not part of the Centre's mission and objectives.

- Everything we do needs to help empower the profession. Our research needs to be conducted with the profession, and not done to them – it needs to provide recommendations, not prescriptions, and it needs to support existing and innovative practice to grow the evidence base.

How to apply

To apply, please send your CV and a supporting statement outlining clearly how you meet the above criteria to hr@whatworks-csc.org.uk, citing “WWCSC Team Administrator” in the Subject of the email.

Deadline for applications: 12pm 26th June 2020