



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 is a young charity, incorporated in April 2020 following a period of incubation inside Nesta, the UK's Innovation Charity. The organisation's mission is to dramatically increase the quality and quantity of research in children's social care to enable social workers, system leaders, and policymakers to make evidence informed decisions that impact on the lives of young people every day.

This represents an incredible opportunity to make a difference to the lives of children and their families. Every year, over 700,000 children and young people, along with their families, have contact with the children's social care sector - often at the most formative period in their lives. Changes in how we as a profession support these children and their families can have huge effects which last throughout their lives.

New ideas are emerging all the time throughout the sector and from voluntary organisations working closely with local authorities. New ideas alone are not enough to see an improvement in the lives of young people and their families - these ideas require rigorous evaluation, and support in scaling up, if their collective promise is to be realised. We are fortunate to be working with 21 organisations through our "Practice in Need of Evidence" programme, and a further 130 through our grant funding processes.

With so much innovation taking place, and so much potential for change, the sector needs an independent authority to look across all of this work and build the evidence on what works, for whom, where, and why. Our evidence store collates the best of currently available research, while our programmes and research teams work to close the evidence gaps we identify, and our practice and policy teams work to make sure that all of this is both informed by the voice of social work practice, and communicated to practitioners and policymakers for maximum effect.

Our sister What Works Centres have been a real success in other policy areas – including education, policing and healthcare - we have big shoes to fill, but substantial giants on whose shoulders to stand.

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 internal processes.
- Supporting on contracts, MOUs and partnership agreements. Completing templates with various teams and ensuring they are signed in a timely manner.
- Providing diary management to directors where necessary
- 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.
- Booking travel and supporting with internal and external meetings.

## 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
- Experience in managing diaries or broader PA work.

## Initial Terms and Conditions of Appointment

- **Remuneration:** circa £26,000 plus excellent benefits
- **Time Commitment:** Full time role (37.5 hours per week).
- **Location:** Central London.

- **Term:** Permanent
- Work visa must be held by the candidate

## 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](mailto:hr@whatworks-csc.org.uk), citing “WWCSC Team Administrator” in the Subject of the email.

Deadline for applications: 12pm 31st March 2021