

Grade £29,536  
 (Grade C £29,536 -  
 £40,277) prorata to  
 hours

## BRITISH ASSOCIATION OF SOCIAL WORKERS



**POST TITLE: Member Engagement & Business  
 Support Officer**

**DATE:** Jun-24

**SUMMARY OF JOB:** To support the Communications and Public Affairs Officer to deliver the SASW communication and policy strategies and plans. To lead on identified policy areas relating to social work and social workers in Scotland. To promote social work to all stakeholders, through effective engagement, working with relevant Scottish Government departments, providing excellent written content for internal use and external publication. To support our presence on social media. To encourage and support member participation and engagement.

BASW is an equal opportunities employer. Employees must have a positive commitment to the implementation of equal opportunities policies.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Experience</b>	<p>Good working experience of information management, databases and communication/information technologies as well as use of Microsoft applications</p> <p>Working in a busy environment, high volume and deadline driven with many competing demands.</p> <p>Providing administrative support to meetings/committees/team environment eg agendas, minutes preparation etc</p> <p>Diary management (own and others)</p> <p>Accurate preparation of reports, budgets, conference materials, advertising, publications etc</p> <p>Project work</p>	<p>Knowledge of the health and social care sector including social work in Scotland</p> <p>Working with a remote workforce</p> <p>Contract/supplier management</p> <p>Experience of working in a UK wide organisation</p> <p>Minute taking</p>	<p>Application form/Interview</p>

<b>Qualifications:</b>	Evidence of appropriate experience for this post.	Qualifications in a relevant area: business, communications, events management	Application form/Interview
<b>Training:</b>	Evidence of active engagement with personal professional development	Health and Safety and/or Risk Assessment or similar	Application form/Interview
<b>Skills/Specialist Knowledge:</b>	<p>Customer service skills</p> <p>Evidence of the capacity to build positive relationships with stakeholders</p> <p>Risk assessment and good understanding of safety requirements</p> <p>Understanding of data handling and GDPR</p> <p>Communication skills and an eye for accuracy and detail</p> <p>Working knowledge of Microsoft Office and CRM systems</p> <p>Aware of issues of confidentiality and commercial sensitivity.</p> <p>Ability to analyse and use data to make actionable plans to improve our service</p> <p>Time management skills</p>	Experience of a membership organisation	Application form/Interview
<b>Circumstances:</b>	<p>Willingness to work flexibly and travel with occasional pre arranged overnight stays</p> <p>Must be able to be at the Edinburgh office as required.</p> <p>Is able to attend occasional events outwith usual office hours where the work requires that.</p> <p>This is a role that could be carried out through a blended approach to home and office based working.</p>		Application form/Interview

<p><b>Disposition/ Attitude:</b></p>	<p>Recognise and value all aspects of equality and diversity</p> <p>Able to remain calm in a crisis, manage competing demands and prioritise</p> <p>Be friendly and approachable and comfortable dealing with people at all organisational and social levels</p> <p>The ambition to enable the membership to participate and inform all our work</p> <p>A commitment to professional development.</p> <p>To be able to work on own initiative and also to contribute within a team situation.</p> <p>Ability to meet strict deadlines</p>	<p>Ability to work across teams and constructively with colleagues within BASW</p> <p>Disposition which suggest assertiveness and sensitivity as well as patience in approach.</p>	<p>Application form/Interview</p>
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