

**Job Outline:**                      **Assistant Chief Officer**

**Reports to:**                              **Chief Officer**

**Accountable to:**                      **ADASS Trustees Board and Executive Council**

**Fixed Term (6 months) - Full-time**  
**Salary £85,000 per annum, including London Weighting.**

**The post is full time. Job share will be considered. There will need to be flexible working at peak periods including occasionally over weekends rather than weekdays.**

The Association of Directors of Adults Social Services (ADASS) is a charity. Our objectives include:

- Furthering comprehensive, equitable, social policies and plans which reflect and shape the economic and social environment of the time
- Furthering the interests of those who need social care services regardless of their backgrounds and status
- Promoting high standards of social care services

Our members are current and former directors of adult care or social services and their senior staff including Principal Social Workers (PSW)s.

**Job Purpose:**

To work closely with the Chief Officer and Deputy Chief Officer to provide additional senior level leadership and support over the coming six months. This will include day to day lead responsibility for leading key areas of work, coordinating the work of the ADASS team on key projects and supporting the Chief Officer in all aspects of managing the charity, both strategic and operational. The role will require close working with the ADASS Trustees and Executive, and key partners.

**Key Deliverables:**

1. Working with the Chief Officer to support the President, Vice President Trustees and to lead development and delivery of the ADASS objectives and business plan alongside staff and the ADASS Executive;
2. Supporting, developing and coordinating work of the entire ADASS Staff team. This will include ensuring a strong team approach in the small senior team; and ensuring effective work between the central team, the regions, and with Trustees and Executive;
3. Ensure effective working with key partners, ensuring that ADASS views are well represented and the Association builds its capacity and ability to influence.

**In particular this will involve:**

1. Acting as a champion for the values and vision of ADASS, and the social model;
2. Representing ADASS with credibility and authority to local and central government and health, private and voluntary sector partners and being able to influence;
3. Having an overview of the breadth of policy areas, coordinating activity, and ensuring that work is covered appropriately, taking a lead role on key policy areas as relevant, and engaging the Chief Officer, Trustees, President, Regional Chairs and Policy leads appropriately;
4. Working with ADASS regional chairs and leads to ensure effective policy implementation and sharing of learning and transferrable practice across the country;
5. Supporting the team in developing and providing credible communication and policy advice and analysis to the President, Trustees and Policy leads, and preparing policy advice for dissemination and briefings prior to meetings with Ministers, senior civil servants, conferences / seminars and the media;
6. Leading by example and ensuring an ethos of flexible working is embraced across the team, including providing cover for each other, and occasional on call cover over bank holidays and weekends;
7. Ensuring responsiveness and appropriate involvement and engagement with ADASS members – from president and trustees to the regions and wider membership;
8. Maintaining and further developing support, engagement and commitment to the development and improvement of social care from core partners (LGA, Providers, NHSE, DHSC & CQC) and encouraging the alignment and sharing of resources, soft intelligence and a contribution to the growth of a social movement for social care;
9. Delivering projects to time and budget;
10. Working closely with communications staff and others to develop the Association's Public Affairs and influencing role;
11. Working closely with the Resources manager to ensure effective governance, contracting and income maximisation of the Association;
12. Developing content for events, publications and the press and media;
13. Deputising for the Chief Officer.

## Person Specification: Assistant Chief Officer - ADASS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate or post graduate level or equivalent;</li> <li>• Social work qualification desirable but not essential.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Significant and senior level experience of social care, local authorities and more broadly across government, and private and voluntary sectors;</li> <li>• Very substantial senior level experience of social care;</li> <li>• Leading change across complex systems;</li> <li>• Building and maintaining strategic relationships and partnerships;</li> <li>• Creating strategies and innovative solutions to complex issues;</li> <li>• Demonstrable and exceptional track record of delivery and performance improvement in a local or central context;</li> <li>• Strong understanding and commitment to the principles and values of ADASS and social models;</li> <li>• Strong and varied record of achievement at a senior level in complex political environments;</li> <li>• In depth understanding of local and central government, their roles structures and relationships, and key government policies on care and support.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to lead collaboratively, enabling ADASS' President, Vice President, Executive and members to be the voice of our Association;</li> <li>• High level of political awareness and sensitivity;</li> <li>• Ability to lead, inspire and motivate others;</li> <li>• Ability to negotiate with and influence a wide range of stakeholders;</li> <li>• Integrity and credibility with national and local organisations and agencies, national and local politicians, Directors of Adult Social Services, Chief Executives and other key stakeholders;</li> <li>• Highly developed written and oral presentation skills with ability to present and articulate complex ideas in a clear and comprehensible way;</li> <li>• Confident user of information technology and social media;</li> <li>• Ability to create a culture of innovation and enterprise based on trust, fairness and openness;</li> <li>• Creative thinker with high intellectual capacity, capable of translating ideas into policy and practice;</li> <li>• Positive, flexible and responsive, with a dynamic and creative approach to problem solving;</li> <li>• Ability to anticipate and understand the needs of ADASS members and translate them into solutions and outcomes and to assess the implications of proposed reforms for local systems;</li> <li>• High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions;</li> <li>• A strong commitment to promoting equality, diversity and inclusion</li> <li>• Commitment to personal and professional development;</li> <li>• Self-supporting and able to work independently whilst also being able to be a key team member;</li> <li>• Able to manage a very broad portfolio.</li> </ul>

## How to Apply

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Please email a copy of your most recent CV and a Cover Letter explaining why you would be a good fit for this role to [Cathie Williams](#). Applications will be reviewed on a rolling basis until the position is filled.

*ADASS has a positive approach to achieving a diverse workforce and welcomes applications from all sectors of the community.*