

Role Description

Staff Officer [Fixed-term until end July 2022]

We are looking for staff officer to support our work. You will work closely with the Deputy Chief Executive and Senior Officers to support the charity to deliver our winter and Covid-19 response and to implement the ADASS [business plan](#). This role will support our member engagement, operational delivery, policy work, public affairs and stakeholder focused activities. You will undertake a broad range of work alongside colleagues across the central and regional ADASS teams. You will have a strong ability to roll your sleeves up and to get on with whatever needs doing done. Salary £40,000 per annum, pro rata.

Responsibilities include:

- Providing concise and accurate written and verbal briefings
- Developing presentations
- Supporting all aspects of our survey activity, including drafting surveys, chasing responses, cleansing and organising data, analysis, reporting and dissemination
- Engaging members and support the sharing of effective practice
- Writing papers, reports, articles and web content
- Stakeholder engagement & parliamentary activity.
- Supporting delivery of our key business plan priorities.

Key skills, knowledge and experience

- Good understanding of adult social care and other key public services
- Experience of working locally, regionally and/or nationally
- Experience of working operational, policy, public affairs and/or member engagement
- Experience of representing organisations in external meetings and forums
- Providing data, information and briefings for senior colleagues
- Good project management skills and experience of delivering key projects to time and budget
- Ability to develop strong working relationships with team members and external partners
- Excellent planning, organisational and coordination skills, with the ability to keep others organised and to time and budget
- Excellent written and verbal communication skills, including the ability to write concise reports
- Strong diplomacy skills and excellent judgment
- Excellent numeracy and administrative skills with a good understanding of Excel, survey tools and other packages
- A commitment to the values and beliefs of ADASS, including equality, diversity and inclusion.

To apply

Applicants must submit their CV and a very short – no more than one side of A4 statement setting out why their experience makes them a suitable candidate for this role.

This should be emailed to phil.mccarvill@adass.org.uk. Closing date: 5pm, Thursday 27th January 2022.

If you would like an informal conversation about this role, or have any questions, please email phil.mccarvill@adass.org.uk, or call 07919 483214.

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