



The professional association for
social work and social workers

Professional Officer - BASW England National role with London focus

Responsible to: National Director

Summary of job: To actively recruit and retain members, lead and support BASW England branch development and influence social work policy, practice and social work education in the field of children and family and adult services. To implement BASW's 2025 Vision and country specific work streams. To influence, develop and support BASW England policy, research activities and respond to national and local consultations by working in collaboration with staff, members, England National Standing Committee (NSC), partner organisations and other teams across the association. To represent and promote BASW England and BASW. To undertake other PO duties as specified in the job description and co-ordinate BASW's activities across England as required.

Responsible for: Other staff as required.

1. Key functions:

1. To organise and take part in member recruitment drives, including visits to universities and to statutory, voluntary and independent agencies and to make presentations and attend, speak at and promote BASW services at conferences and events attended by social workers and students of social work.
2. To formulate and be involved in the delivery of recruitment initiatives with BASW Membership and other teams across the Association.
3. To develop and support branch development and be the designated Professional Officer lead for membership groups including Thematic Groups, Branches, BASW England Sub-groups, policy development and other initiatives and campaigns.
4. To contribute to and support the co-ordination of BASW England events.
5. To lead on stakeholder engagement activities and develop an evidence base that can be included in consultation responses and submissions to Select Committees and APPGs, national and regional strategic and operational forums.
6. To work in close collaboration with the colleagues, NSC, members, Parliamentary Officer, Campaigns Officer, Marketing and IT and other teams across the association in the development of policy and position statements and in the delivery of current initiatives.

7. To provide information, guidance, support and direction to the England National Standing Committee (NSC), sub committees, groups and membership groups as and when required. In person attendance will be required for some meetings and events taking place across England.

8. To work with experts by experience, and other stakeholders and partners to identify key professional issues in social work practice and take a lead in research preparing appropriate responses, policy documents, practice guidance, discussion papers and other materials.

9. To be a member of the national BASW England Team in offering a range of services to members and to work autonomously.

10. To keep up to date on social work issues and developments and provide BASW members and others who make enquiries with advice, information and support.

11. To facilitate and support the work and development of other BASW staff performing development or administrative roles.

12. To facilitate member engagement, discussion and policy development across BASW England underpinned by anti-racism, anti-discriminatory practice, and focussing on human rights and ethical practice.

13. To develop links with other member associations in England including the exchange of policy and practice developments.

14. To ensure that identified activities are efficiently managed within the available budget and that opportunities for BASW are maximised.

15. To work as part of the wider BASW staff team, attending meetings and events and be prepared to travel across the nation as and when required.

16. To undertake additional duties as required by the Chief Executive.

2. Representing BASW

To raise the profile of BASW and BASW England, the unique identity of social work as a profession and social work policy and practice issues by: -

1. Working with the National Director and England Committee to develop effective lobbying, strategies and work with opinion formers to influence policy and social work practice

2. Direct contact with BASW members, staff, branches, strategic groups, government, NGO and partnership forums at a national, regional and local level.

3. Working with BASW's Press, Marketing and Communications Team to contribute to press releases, articles, editorials as required and to represent BASW England and BASW in the media.

4. Communicating through Professional Social Work (PSW) magazine, BASW England e-bulletin, BASW website, blogs and other social media outlets.

5. To establish and sustain links with other organisations, associations, policy and campaigning groups.

3. Other

1. To undertake additional duties in support of the Chief Executive and National Director as required.