National Inter-agency Referral Discussion (IRD) Learning and Development team

Project Officer

Recruitment Pack

Dear Candidate,

Thank you for your interest in this post.

Social Work Scotland is the professional body for social work managers and leaders. We are a membership organisation with over 350 individual and corporate members. We exist to promote and support the development of the social work profession, and to inform, influence and improve public policy and public services.

We have an exciting opportunity for **a qualified and registered social worker** with experience of children and families social work to join a multi-agency team with a remit to deliver the National Inter-agency Referral Discussion (IRD) Learning and Development Programme. All applicants should have knowledge and experience of child protection and GIRFEC, and relevant legislation, policy and practice in Scotland.

Inter-agency Referral Discussion (IRD) practice is identified as a cornerstone of the child protection system. This process is central to ensuring risk to a child or young person is identified, mitigated and appropriate support is put in place.

Working collaboratively as part of a team from social work, police and health, this post will deliver a national learning and development programme for IRDs to build specialist knowledge and skills, to enhance the protection of children. Delivery of the programme will be in local area across the country to support consistency of practice based on the National Guidance for Child Protection in Scotland 2021 - updated 2023.

Under a collaborative leadership and management model from Police Scotland, Social Work Scotland and NHS Education for Scotland, the team will work together to deliver the agreed objectives.

The work of the National Team contributes directly to policy and practice developments in the wider children's services landscape, including, but not limited to, GIRFEC, The Promise, UNCRC, Bairns' Hoose, Scottish Child Interview Model (SCIM), Age of Criminal Responsibility and implementation of the National Guidance for Child Protection in Scotland.

The successful candidate will deliver the training programme to police, social work and health IRD participants, support the programme of ongoing practice evaluation and contribute to ongoing development of the programme.

The work will require travel and overnight stays across Scotland to deliver training in local areas.

The successful candidate should be an experienced social work professional, committed to working on a multi-agency basis, applying trauma informed practice and focused on the rights and needs of children and families and with experience or evidence of capacity in relation to training.

To apply for this post, **please submit a completed application form.**

Please find included in this pack:

1. Key information, including contact details and summary of the recruitment process
2. Information about Social Work Scotland
3. Job description
4. Person specification

Completed application forms should be sent to admin@socialworkscotland.org by **11:59pm on Sunday 29th November**

For informal discussion contact admin@socialworkscotland.org

I look forward to hearing from you.

Corinne Groeneveldt
Business Support Manager, Social Work Scotland

1. KEY INFORMATION

Employer	Social Work Scotland Ltd. Norton Park, 57 Albion Road, Edinburgh, EH7 5QY
Work location	Your official base will be Social Work Scotland offices at Norton Park Centre, Edinburgh. This role will require regular travel across Scotland. There will be some potential for home working.
Position type	Full time (35 hours per week)
Salary	£54,935.04 per annum.
Contract	Fixed-term contract until March 2028. Funding beyond 2028 is not yet confirmed. Requests for secondments will be considered. All posts at Social Work Scotland are subject to a probation period, the precise length of which will be indicated in an offer letter.
Our commitment to equality, inclusion and diversity.	We are an equal opportunities employer, and we are committed to building an inclusive workplace where everyone is treated fairly and respectfully. **We particularly encourage applications from care experienced, disabled and people from ethnic minority backgrounds.** As an organisation we have a range of flexible working policies available to staff subject to the commitments of the role being deliverable within the requested work pattern. If you need any adjustments in our interview process, then please let us know.
Pension	Auto enrolment pension provided by The People's Pension, with an employer's contribution of 6% and an employee contribution of 5% as standard. (Pension contributions may be made to existing pension schemes on request.)

Equipment provided	Laptop Other IT and/or communications equipment necessary for home working. Social Work Scotland will also provide, where appropriate, equipment to meet specific, individual needs.
Benefits	Flexible working arrangements, in respect of the structure of your working week and contingency of the post which includes travel across the country. We also offer salary sacrifice schemes for: • Bike to Work, including Cycle Miles
Start date	As soon as possible following a formal offer of the post.
Application process	To apply, please provide a completed application form, including details of two work or education related references. **Completed application forms should be sent to: admin@socialworkscotland.org by 11:59pm on Sunday 29th November**
Interviews	We expect interviews will be held in person week commencing **14th December** (may be subject to change) at Norton Park, 57 Albion Road, Edinburgh, EH7 5QY Shortlisted candidates will be invited for a 45 - 60 min interview involving a mix of experience and competency-based questions. Candidates will also be asked to prepare a short presentation, the details of which will be provided in advance. We will look to hold the interviews in person; however, we can make arrangements for them to be held online if needed. The successful candidate may be invited to a follow up meeting with members of the Social Work Scotland team prior to an agreed start date.

	Two references will be requested following a successful interview.
Contact information	If you have any questions, please contact: **Corinne Groeneveldt** (Business Support Manager, Social Work Scotland) admin@socialworkscotland.org

2. ABOUT SOCIAL WORK SCOTLAND

Who are we and what do we do?

Upholding the values which underpin the social work profession, Social Work Scotland give importance to every individual's experience and voice and seek to make social justice real through all that we do. We embrace change and encourage collaboration. We are committed to creating opportunities for our members and team through which individuals can develop as compassionate, creative and effective leaders.

We particularly encourage applications from care experienced, disabled and Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout the social work profession.

Our core objectives (as set out in Social Work Scotland's Articles of Association)

a) Pursue social justice, human rights and equality for all of Scotland's citizens
b) Promote the unique role, value and contribution of social work
c) Articulate the expertise and insight of social work managers
d) Inform the development and implementation of policy, at national and local levels
e) Support high-quality and effective leadership within social work and social care
f) Champion research and evidence as the basis of policy and practice
g) Facilitate collaboration and practice improvement among social work and social care providers
h) Shape the direction and development of social work in Scotland

To help deliver these objectives we facilitate a large number of committees and sub-groups, populated by our members. Among these is the Chief Social Work Officers network. Governance is provided primarily by the Social Work Scotland Board, which is made up of company and non-executive directors; it is chaired by Social Work Scotland's Convenor.

Our Team

We have a core team consisting of 15 staff and host a number of other staff who are with us for a fixed time, working on a specific project (usually in partnership with Scottish Government or other national partners). At the moment we have nine staff in these posts. The National IRD Project will be an additional new Project.

Background to the National IRD Project

These posts will play a key role within the context of a multi-agency team to support full implementation of the National Guidance for Child Protection in Scotland in relation to IRD practice.

Commissioned by Scottish Government, this project is the next stage of national delivery following a national survey in January 2023 and two 3-day pilot courses. Following positive evaluation of the pilot, there was support for a national roll out within a geographical focus to support existing partnership working.

The programme will support national improvement and consistency in line with:

- Getting it right for every child (GIRFEC) principles and values
- National Guidance for Child Protection in Scotland 2021 - updated 2023
- National Trauma Transformation Programme (NTTP)
- National Joint Investigative Interviews of Child Victims and Witnesses Project
- Bairns' Hoose implementation and development
- Age of Criminal Responsibility (Scotland) Act 2019
- The Promise Scotland
- United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024

The key objectives of the Project are to enhance the standard and consistency of child protection practice around IRDs. This includes the delivery of a 3-day national learning and development programme for IRDs with a focus on child protection, age of criminal responsibility and care and risk management (CARM) in local areas to priority groups from the 3 core agencies of health, social work and police.

The team will have close connections with the National Joint Investigative Interviews (JII) Team. This will allow the programme to develop using the learning and experience of the implementation of the Scottish Child Interview Model (SCIM).

3. JOB DESCRIPTION

The right candidate for this post will hold significant experience in protecting children practice and leadership, be self-motivated and dynamic, and able to engage with a range of multi-disciplinary partners. You will have a strong desire to support the continued development and excellence we are aiming to achieve through this programme of improvement for IRD.

The post will be line managed by and report to the Social Work Project Lead for the National IRD Project and will work closely across the multi-agency partnership.

Your **key responsibilities** will be:

1. Delivery of a 3-day national learning and development programme for IRDs.

2. Fostering and maintaining collaborative working relationships with colleagues from Police Scotland, NHS Education for Scotland and other key partners locally and nationally.

3. Work closely with partners in local areas and Child Protection Committees to scope the most effective way to ensure the programme is planned, delivered and accessible for those who require it, in line with local priorities and improvement activity.

4. Implement a sustainable and accessible method of course evaluation which supports continuous improvement.

5. Drawing on research, practice and policy development, contribute to the ongoing development of IRD practice locally while mainlining consistency and alignment with the National Guidance for Child Protection in Scotland 2021 - updated 2023

6. In line with recommendations from the revision of the National Guidance, support participants to consider their improvement journey in relation to data gathering and quality assurance of IRDs.

7. Along with partners, explore the requirements for accreditation and consider future potential for credit rating as the education provision progresses.

8. Confidently deliver the training programme and support learning through group working, both independently and as part of a team.

9. Provide high quality reports on programme deliverables and progress as part of reporting arrangements.

10. Represent Social Work Scotland and the National IRD Project as appropriate at various local and national fora as required.

11. Ensure alignment with relevant policy and legislative developments to ensure the programme remains evidence-based and contemporary.

12. Engage in continuous professional development and remain current in understanding of relevant theory and practice improvements.

4. PERSON SPECIFICATION

Short listing and selection will be based on the requirements set out in the criteria below. Please address these requirements in your application form, drawing on experience at work or in a voluntary capacity.

The post holder will have the following attributes:

Essential Criteria

Qualifications

1. Professional social work degree or qualification.

2. Registered with Scottish Social Services Council.

Experience and Knowledge

1. Significant experience of working directly within a child care and child protection context, including multi agency planning and decision making.

2. Experience managing, coaching and supporting staff in a child care or child protection context.

3. Significant experience of leading, managing and coordinating complex cases as part of a multi-agency approach.

4. Extensive knowledge of legislation and practice in relation to children and young people in Scotland.

5. Significant experience of working collaboratively with partner agencies as part of multi-agency approach within the protecting children and GIRFEC context.

6. Experience in developing and delivering learning content.

7. Experience supporting the professional development of other practitioners.

Desirable Criteria

1. Experience in IRD practice and decision making

2. Postgraduate qualification in Child Protection

3. Training qualification

Skills

- Ability to effectively prioritise workload to meet organisational deadlines.
- Effective communication and interpersonal skills with individuals and groups.
- Ability to prepare and present materials coherently and in a way that engages the audience.
- Excellent IT skills, in particular, Microsoft Office Word (or equivalent).
- Ability to work individually and as part of a team, contributing to solution focused conversations and planning.

Key Behaviours

- Positive and solution focused approach.
- Commitment to reflective practice and continuous professional development.
- Commitment to the development of reflective practice in others.
- Flexible and adaptable in your approach to problem solving and joint working.
- Self-motivated and proactive in your approach to addressing tasks.
- Engaging and resilient.
- Respectful and attentive to confidentiality requirements.
- Ability to model trauma principles in the professional role.

Additional requirements

- Ability to work flexibly and travel across the country.

Social Work Scotland is a small team of people who work closely together, and we work hard to make our organisation feel supportive, respectful, and inclusive. It is important to us that the person who joins in this role will benefit from this environment but also contribute to it with their own skills and personality.