

Work for ADCS

POLICY OFFICER

Summer/Autumn 2025

The Association of Directors of Children's Services Ltd



Work for the Association of Directors of Children's Services

ADCS Policy Officer

At the Association of Directors of Children's Services (ADCS), we work with leaders of children's services and their senior management teams across all local authorities in England to support the development of national and local policy in relation to children, young people and families. We do it by ensuring that the needs of children and young people, and the views and experiences of ADCS members, are central to all of our work with government on strategic policy development and implementation planning.

There's a lot going on across children's services and in order to help continue to drive forward the work of ADCS, we are expanding the team and looking to appoint a new Policy Officer to our small but perfectly formed team based in central Manchester.

The team consists of policy experts, media specialists, membership and business support professionals. As a Policy Officer at ADCS, you'll work at a national level with ADCS members right across England, government officials and other key partners e.g. the Local Government Association.

Relationship building and communication is at the heart of everything we do. The successful candidate will support the Association's policy work via national ADCS policy networks, project work, and task and finish groups, while also liaising with government departments and other external stakeholders.

You'll enjoy autonomy and the chance to influence the Association's priorities and engagements nationally. We welcome your ambition, are open to your ideas and will offer you plenty of support along the way. You can look forward to a package that includes flexible hybrid working, a high-quality Manchester City Centre-based office environment, a competitive salary and pension scheme, along with a generous annual leave allocation in addition to bank holidays.

To join us, you'll need a degree level education plus relevant experience of working in a policy function. Your passion for public service and children's issues and rights is key and should be matched by your knowledge of the policy and legislative context of the sector.

At ADCS, we want all our employees to feel valued and appreciated. We aim to ensure equality of opportunity and prevent all forms of discrimination. We strive to create a workplace where everyone feels empowered to be their full, authentic selves. Please contact Katy Block, ADCS Senior Policy Officer, Katy.Block@adcs.org.uk for an informal discussion.

Application is by application form only which should be submitted to Honorary.Secretary@adcs.org.uk by 5pm on Friday 3 October 2025.

The assessment process will be in two stages, a structured informal virtual discussion w/c 13 October, followed by in person interviews at our office in Manchester w/c 20 October 2025.

The Right to Work in the UK is essential for this UK-based role.

ADCS Policy Officer

Job Title:	Policy Officer
Grade:	Grade 3; £34,681 – £41,933
Hours:	Full time, 35 hours per week
Reporting to:	Senior Policy Officer
Location:	Flexible working between the main office base in Manchester City Centre and home (typically two days per week in the office)

Job purpose

The policy team is essential to the work of ADCS, ensuring that the views of ADCS members are central to all policy development work the Association does, whether that be with our own members or external stakeholders, such as government officials.

Collaboration is key to the realisation of our priorities. Policy Officers play a key role in developing and maintaining relationships across a wide range of stakeholders with an interest in children's services.

The purpose of the role is to lead the Association's policy development work across a number of specific policy areas, supporting the work of the Associations policy networks and working closely with senior leaders in children's services.

Key responsibilities

- To provide policy advice and support in relation to children's services, working both independently and in collaboration with other members of the policy team
- To provide information, research and analysis to members of the Association, particularly national policy leads and elected post holders
- Devising and drafting of policy position statements, including the preparation of briefings and consultation responses in conjunction with other members of the team
- Prepare occasional papers and reports for meetings of the Association's governing body, ADCS Council of Reference, and the ADCS Ltd Board of Directors
- Working closely with senior staff in all local authorities in England, partners in government and other key external stakeholders to develop and promote evidence-based policy and practice
- Supporting the work of the Association's policy networks, including attendance at meetings (majority online), preparing papers and production of minutes and undertaking follow-up actions, as appropriate
- Dissemination of information to members via close working across the Association's staff team
- Write promotional copy as required for the Association's electronic bulletin and the website
- To work as directed on projects which support the delivery of ADCS priorities
- Inputting into the planning for, and delivery of, a small number of national events e.g. conferences and policy seminars
- Undertake other duties or responsibilities as required and as commensurate with the grade of the post and in the context of working as part of a small and busy team
- The role requires occasional travel and overnight stays for which appropriate expenses will be covered.

Person specification

Knowledge and experience

- Educated to degree level or equivalent relevant experience
- A minimum of 2 years' experience working in a children and/or families policy context
- Demonstratable knowledge and understanding of aspects of policy in relation to children's services in England
- Understanding of both local and central government in England
- Experience of influencing others and building strong relationships to deliver tangible results
- Good awareness of current affairs
- It would be desirable, but not essential, for the successful candidate to have direct experience of working in a local authority environment.

Skills, values and behaviours

- High level of initiative with the ability to meet tight deadlines, working effectively independently and as part of a team
- Excellent communication skills, both verbally and in writing, using appropriate language, with members of the Association, partners, senior central and local government officials
- Strong persuasion and influencing skills
- Good organiser who is able to work under pressure, managing multiple priorities and competing demands
- Ability to assimilate new and often complex information in a timely way
- Good attention to detail, drafting accurate reports to a high quality
- Ability to work effectively in a busy, professional and demanding environment where attention to detail, accuracy and high-quality standards are the norm
- Strong IT skills including Microsoft Excel, Word, PowerPoint, Teams and relevant social media platforms
- Flexible approach commensurate with working as part of a small team including the ability to occasionally work outside standard office hours, with a willingness to travel within the UK, occasionally staying away from home overnight, as required.

The Association of Directors of Children's Services Ltd (ADCS)

ADCS is the national leadership association in England for statutory directors of children's services and their senior management teams

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