



## Executive Administrator

### The Position and the Person Specification

The European Social Work Research Association wishes to appoint an executive post to oversee the development and management of the Association. The position is a 0.5 post.

#### **The European Social Work Research Association**

The European Social Work Research Association was founded in April 2014 to take forward the development, practice and utilization of social work research, to enhance knowledge about individual and social problems, and promote just and equitable societies.

The Association works to achieve the following aims:

1. Promote social work research which will have beneficial consequences for practitioners, service users, educators, researchers, graduate students, and those responsible for service development and delivery.
2. Foster and maintain the development of high levels of social work research and knowledge production across the European community of nations.
3. Enhance research capacity and learning opportunities within the European social work community.
4. Provide an environment for the application of research methods and approaches by those from a wide range of disciplines within and beyond the social sciences, in forms which have relevance for social work practice and research.
5. Build and work with networks of social work researchers within Europe and actively foster links between European and wider international research networks.

Information regarding the Association and the Board members can be found on the Association website at <http://www.eswra.org/>

#### **Post Specification**

The Executive Administrator will:

1. Hold executive responsibility to ensure that policies and practices of the Association are carried forward in ways agreed by the Board of the Association.



2. Manage, direct and continue to develop the administrative mechanisms and processes of the Association.
3. Manage and continue to develop the information flow, and the recording, storage and archiving of Association information.
4. Act as Secretary to the Board of the Association, in liaison with the Secretary of the Association.
5. Coordinate agenda-setting and recording for Board meetings.
6. Manage elections to the Board and sub-committees thereof.
7. Manage and continue to develop systems for membership registration and renewal.
8. Ensure effective and efficient communication processes between the Association and any 'arms-length' bodies or individuals contracted to work for the Association. At the present time these include Brunau-Stiftung NGO, the Chair of the current Conference Committee and those undertaking website development and delivery.
9. Act as front-line manager for any administrative staff employed by the Association.
10. Other tasks consistent with and required by the position.

### **Person Specification**

#### Essential Requirement for the post are:

A graduate qualification in a relevant degree

Possessing a level of English language enabling you to communicate to a high professional level in writing, speaking and listening skills.

Evidence of relevant administrative experience and expertise

Committee skills

Demonstrable abilities in team working

Ability to attend meetings of the Board and other required association meetings

#### Desirable Requirement for the post are:

Line management experience

Qualification in organizational management.

Experience of working with international networks or organizations



### **Terms of Appointment**

The Association wishes to commence the appointment as early as possible during the final quarter of 2015.

The post is for three years in the first instance.

The salary will commence at a point equivalent to an annual full-time salary of €35000.

The contract will include pension arrangements and other financial elements required by employment law in the country of employment.

The post-holder will report to the Secretary of the Association.

The post is subject to further renewal by negotiation with the Board of the Association.

Salary and contractual arrangements will be agreed in accord with the requirements of employment law in the employing country.

The post-holder will work from home, with a minimum of twice-yearly funded travel to Board meetings in Europe.

The applicants will be shortlisted and interviews carried out by Skype with the shortlisted candidates.

Further information can be obtained through the Association Secretary, Professor Elaine Sharland, at [e.sharland@sussex.ac.uk](mailto:e.sharland@sussex.ac.uk)

### **How to apply**

Applications should be sent electronically to the Association Administrator, Ana Sobočan, at [eswrboardamin@gmail.com](mailto:eswrboardamin@gmail.com), to arrive no later than 17.00 pm (UK time) September 11<sup>th</sup>.

Applications must include:

1. A statement of how and why you believe you possess the qualifications for the post as described in this document.
2. Your curriculum vitae including your educational qualifications, work record, and current occupation, responsibilities or commitments.
3. A statement regarding when you would be free to commence the post were it to be offered to you.



4. Interviews will take place in the week beginning September 21<sup>st</sup>. You should provide details of any dates when you would not be free for interview in that week.
5. The names and contact details of two referees who would be able to make informed judgements regarding your suitability for the post.

The Secretary of the Association will write to all applicants informing them of the outcome of their application.