



## ADMINISTRATION AND COMMUNICATIONS CO-ORDINATOR

Scotland's Adoption Register is currently recruiting to the post of Administration and Communications Co-ordinator.

To apply, please complete an Application Form addressing the essential criteria detailed in the Job Specification.

Closing Date:

Applications to be received no later than 5.00pm, Friday 27 May 2022 and should be addressed to:

Brenda Reilly, Business Support & Finance Manager

Email: [brenda.reilly@afascotland.com](mailto:brenda.reilly@afascotland.com)

If you would like to discuss the post further, please contact [kate.richardson@adoptionregister.scot](mailto:kate.richardson@adoptionregister.scot)

Interview Date: Thursday 9 June 2022

Location: AFA Scotland Offices  
Foxglove Offices/Gf2  
14 Links Place, Edinburgh EH6 7EZ

*(The intention is to conduct the interviews in person, but this may change if necessary to comply with government guidance and restrictions in place at the time.)*



Organisation: Scotland's Adoption Register

Address: Foxglove Offices/Gf2  
14 Links Place  
Edinburgh, EH6 7EZ

Tel: 0131 322 8490  
Email: [info@afascotland.com](mailto:info@afascotland.com)  
Web: [www.afascotland.com](http://www.afascotland.com)

Post: Administration and Communications Co-ordinator  
(Subject to a PVG Enhanced Disclosure)

Contract: Permanent - The role is subject to a 6-month probationary period

Hours: 28 hours (4 days) per week worked flexibly  
Salary: £26,760 p.a. (pro rata)

Reporting to: Kate Richardson, Manager, Scotland's Adoption Register

## BACKGROUND

Established in 2011, Scotland's Adoption Register supports agencies across Scotland to make the family finding system work as well as possible for children identified as needing adoptive families. Since 2016, the Register has been a statutory service and as it is fully funded by the Scottish Government, there is no cost to either local authorities or voluntary agencies for using the service. The work of the Register involves providing a national online linking service, hosting information events that allow adopters to find out more about children requiring families directly from the people who know them best, and running activity days where children, adopters, foster carers and social workers have the opportunity to spend some time together. The Register also works directly with agencies and practitioners to support the linking and matching process both at the level of service design and delivery, and in relation to family finding for individual children.

From 2011 to 2015 the Register was hosted by BAAF Scotland. When BAAF Scotland unexpectedly entered administration in July 2015, the Scottish Government made arrangements for the service to move to St Andrew's Children's Society. From 1 April 2020, the hosting of the Register transferred to AFA Scotland.

The Register's work links directly to the goal of achieving 'early permanence' for children who become looked after – one of the key priorities identified in the Scottish Government's Strategy "*Getting it Right for Looked After Children and Young People*". The number of children who are unable to stay with their own family and require an adoptive placement is relatively small, but they are a particularly vulnerable group, and the extent to which family-finding services are effective, can have a major impact on the chance of finding a family and on the children's long-term welfare. The Register is now in its 11th year of operation and

during that time has been responsible for matching over 700 children with their adoptive families.

The Register's current priorities reflect the findings of an independent review of the service completed in 2019 (available on the SAR website). These include a recommendation that the Register plays a larger role in promoting and consolidating innovative family-finding practice in Scotland, for example by the production of guidance on the full range of contemporary family-finding practices and services. The review also suggested that the possibility of the Register's services being expanded to include family-finding for children needing other kinds of permanent families, particularly permanent foster care families, should be explored. The Register will also continue to gather and share information that can inform and influence family placement policy and practice in the development of positive, nurturing and connected family relationships for children who require permanence away from their family of origin. The Register is committed to incorporating The Promise Scotland into all aspects of its work with children, young people, their carers and their families.

The Adoption and Fostering Alliance (AFA) is an independent charity that promotes and facilitates evidence-informed best practice in Kinship Care, Fostering and Adoption, through advising, training, and influencing practitioners and policymakers, and supporting them to improve outcomes for children and families. There are established close links between AFA Scotland and the Register particularly in terms of promoting innovative and evidence-based family placement practice.

## JOB SPECIFICATION

### ROLE OF ADMINISTRATION AND COMMUNICATIONS CO-ORDINATOR

To work in a flexible and adaptable way as part of a small team to ensure the implementation and smooth running of the administrative and support systems of the Register, including providing administrative support to the Manager. To represent and promote the aims and objectives of the Register to a number of audiences through different media. To support and work alongside the Manager in the planning, preparation, and facilitation of in-person events such as Adoption Exchange Days and Adoption Activity Days to promote family finding for children awaiting adoption. This may on occasion involve some unsociable hours and occasional overnight stay away from home.

#### Main Duties and Responsibilities

##### Administration

- Maintain the effective operation of the national online family finding service.
- Ensure that information systems are accurate, up-to-date and conform to required data standards.
- Minute taking of advisory groups and forums.
- Tracking statistical information on referrals and adoption matches made through the Register to inform quarterly and annual reports to key stakeholders including the Scottish Government.
- Tracking referrals of children and families to the Register's online system; liaising with the IT providers of the system to ensure the Register's IT systems work effectively and are enhanced and developed as appropriate.
- Provide support to agencies to help them make best use of the services offered by the Register, including responding to questions in relation to family finding for individual children and potential links for approved adopters
- Supporting the Manager in running training and workshops on profiling children/the use of activity days etc.
- Alongside the Register Manager, creation and delivery of presentations and workshops about the Register's family finding services.
- General administrative tasks using Microsoft Office suite.

##### Event Co-ordination

- Alongside the Register Manager, co-ordinating and delivering a variety of national family finding events throughout the year, to create opportunities for as wide a range of families as possible to learn about the needs of children seeking an adoptive family.
- This includes online and in-person events and requires an ability to communicate with a variety of different people and professionals, liaising with the wide range of individuals and agencies involved and support them to undertake the high level of preparation required.

##### Evaluation

- Evaluating events using google forms or other survey platforms as well as listening to and incorporating feedback from speaking with attendees and professionals directly or by phone and email.
- An understanding of the need to consider an ongoing evaluation of the Register's services in line with future developments.

## Communication

- Updating and maintaining social media pages and providing quarterly statistical analysis on audience retention and engagement.
- Updating website content and complete basic editing tasks such as adding media using widgets and arranging menus and pages.
- Updating Link Maker events pages.
- Editing videos and audio using Adobe Premier Pro.
- Creating quarterly newsletters using MailerLite.
- Working and communicating with a variety of voluntary organisations and local councils across Scotland and maintaining key contacts.

## Desirable Skills and Qualifications

- Experience of working in an office environment and as part of a team.
- Qualification or evidence of training in office management skills, IT software, online platforms, social media.

## APPLICATIONS

Applications for the role of Administration and Communications Co-ordinator should be made using the attached application form and be forwarded to:

Brenda Reilly, Business Support & Finance Manager  
[brenda.reilly@afascotland.com](mailto:brenda.reilly@afascotland.com).

Closing date: 5.00pm, Friday 27 May 2022

Interview date: Thursday 9 June 2022

Location: Foxglove Offices, 14 Links Place, Edinburgh, EH6 7EZ

## PERSON SPECIFICATION

Scotland's Adoption Register is seeking to recruit an Administration and Communications Co-ordinator.

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>• Computer literate in a range of computer processes which must include Microsoft Access, Word, PowerPoint, Excel and Premier Pro and have proficient keyboard skills.</li> <li>• Qualification or evidence of training in office management skills, IT software, online platforms, social media</li> <li>• Familiarity with Microsoft 365 including MS Teams.</li> <li>• Working knowledge of social media platforms.</li> <li>• Excellent oral and written communication skills and telephone manner.</li> <li>• Ability to collate and analyse information and to produce accurate, well-presented documents and notes of meetings.</li> <li>• Self-motivating with excellent organisational skills.</li> <li>• Knowledge of The Promise Scotland.</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> <li>• A working knowledge of an office environment.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to work on own initiative.</li> <li>• Personal or professional experience of the care system.</li> <li>• Experience of working within an organisation responding to the needs of children and young people.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Attitude and beliefs	<ul style="list-style-type: none"> <li>• Positive, problem solving and resourceful.</li> <li>• Clear understanding of the need to maintain confidentiality.</li> </ul>	<p>Essential</p> <p>Essential</p>
Job specific requirements	<ul style="list-style-type: none"> <li>• Ability to work autonomously, prioritise workload and meet deadlines.</li> <li>• Administrative and organisational competence, including excellent IT skills.</li> <li>• Ability to maintain confidentiality and knowledge of current data protection.</li> <li>• Policies and the handling of information.</li> <li>• Capacity to work flexibly according to demands on the organisation and role.</li> <li>• Ability to work flexibly between home and office.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"> <li>• Willing to travel, which will involve some unsocial hours and occasional overnight stays away from home.</li> <li>• Ability to work as part of a small team in a flexible and collaborative way to achieve agreed outcomes.</li> <li>• Flexible approach to work and ability to adapt to the needs of the service.</li> </ul>	Essential
		Essential
		Essential

## CONDITIONS OF SERVICE

SALARY	£26,760 p.a. (pro rata)
HOURS	Normal hours are 28 (4 days) per week. There will be some unsocial hours / weekend working.
PENSION	Unless you choose to opt out of the provision, you will be enrolled in the Royal London Retirement Solutions Group Personal Pension Plan to which AFA Scotland subscribes. AFA Scotland will make an employer's contribution equivalent to 8% of your salary – subject to ongoing review by the Board of Trustees.
TRAVEL	The postholder will be required to undertake some travel throughout Scotland and potentially to other parts of the UK. Reasonable travel expenses will be reimbursed and a mileage allowance of 45p per mile will be payable for use of a car.
HOLIDAYS	30 days plus 8 public holidays. (pro rata for part time staff)
PVG	The post is subject to an Enhanced Disclosure.
CONFIRMATION IN POST	Following 6-month probationary period.