

**Who we are:** CVAA is the Consortium of Voluntary Adoption Agencies, a charity and small think tank based in London. Our aims are to improve adoption policy and practice across the UK and help our members maintain and develop the quality of the work they do for adoptive and birth families.

We are a small team, though we have grown significantly over the past three years and have an increasing reputation and public profile as an organisation providing innovation and leadership in the field of children's social care. Over the past three years we have managed millions of pounds of Government funding, led practice-sharing across the country, developed our services to our members and influenced the development of adoption policy and funding.

As one of the leading partners in the national Adoption Leadership Board, we have delivered data, policy and communication services under a grant agreement from the Department for Education. As we continue with the next phase of our development we are keen to develop our data and analysis capacity still further – and continue to develop policy in partnership with Government and other leading players in the system.

**What we are looking for:** we want to strengthen the team that, alongside existing staff, will deliver **data services and policy support** to the Adoption Leadership Board. We want to recruit new team members **to lead our data analysis work** and **provide some wider leadership, management and policy support**. The final role descriptions will depend on the profile of applicants, but tasks could include:

- Supporting the Chair to lead the Board in a collaborative and consensual manner
- Working constructively with members of the Board on the Chair's priorities: problem-solving, resolving differences, and maximising buy-in to the Board's activities from a diverse membership
- Bringing experts together to understand and solve system challenges – as identified by the Chair and the Board as a whole
- Maintaining plans and keeping track of our work
- Working with the existing team of business support and analysts to ensure timely analysis of the quarterly Adoption Leadership Board data within three months of the end of each quarter
- Managing business support and analytical staff: a small team of three or four individuals with varied working patterns and work locations
- Designing and refining dashboards that present the data clearly
- Summarising what the data shows and producing analysis for the Adoption Leadership Board that explains complex data in a visual and intuitive way
- Using the data to develop predictive models that help leaders manage the system – for example in understanding adopter recruitment, and how children flow through the system
- Developing the Adoption Leadership Board's data collection
- Refining the way we work to make our processes more efficient.

Successful candidates will be able to start work as soon as possible, and appointments will be initially on a fixed term basis until the end of March 2019, with the possibility of extension thereafter. We are willing to consider applications for full or part-time work and can offer flexible working where appropriate. The salary will be negotiable, depending on experience and the level of skills you offer. The posts are based in London and will report, at least initially, to the Chief Executive Officer. CVAA has a strong commitment to the learning and development of its staff and provides excellent development opportunities.

Whatever your particular strengths, you will be good with people and enjoy working as part of a team. You will be a self-starter and able to get things done independently. You will have good written and verbal communications skills and be practical and energetic. You'll be interested in adoption and excited by an opportunity to work with a wide-range of leaders in the children's social care system. And you'll be motivated by being part of an organisation that is trying to improve the life chances of those children who have had the worst start in life.

Successful candidates will offer all the following:

- Educated to degree level
- Numerate
- Able to demonstrate an interest in social policy – but previous experience in adoption and children's social care is not essential;
- Excellent interpersonal skills. Personally credible and confident; able to manage tactfully a range of senior stakeholders;
- A track record in getting things done – and evidence to prove it;
- Able to undertake occasional travel
- Excellent presentation skills
- Clear and quick writing skills
- Organised with strong planning skills

In addition, successful candidates for a job role covering our data analysis work will offer:

- Policy skills – experience of using data and intelligence to inform recommendations about system change, or the aptitude to do this
- Excellent knowledge of Excel including conditional formatting, data validation, advanced IF functions, visual basic, macros
- Experience of SPSS or similar data analysis packages
- Ability to present and explain data in a visual and intuitive way
- Statistical skills to build predictive data models

**To apply:** initial application is by way of a CV and a one page covering letter to PACT\_HR@pactcharity.org as PACT are assisting CVAA with the recruitment process. Your covering letter must: a. explain why you are interested in this opportunity; set out which particular areas of work you think you can take on and what you have achieved that demonstrates you have the skills to do so; and c. state your current salary and preferred hours of work.

The closing date for applications is 5.00pm, Wednesday 7th February 2018. Interviews will be held Thursday 15th February 2018. Please contact Sam Ward (Recruitment and Volunteering Manager at PACT: 0118 402 1706) if you have any questions or to arrange a time for a pre-application informal phone conversation.

**Some background:** The Adoption Leadership Board was established in 2013 by local authorities, the voluntary sector and by Government, to lead reform to the adoption system. Now chaired by Andrew Christie CBE, the Board brings together the key national players to tackle the challenges facing the system, drawing on a rich data set and intelligence from regional adoption boards. On behalf of the Board and funded by Government, CVAA gathers, cleanses and analyses child and adopter-level data from almost 200 agencies; and draws insight to inform national policy and support local and regional delivery.