

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Early Career Development Programme Manager (ECDP manager)	Grade: PO5
Section: Children & Families	Directorate: Children's Services
Responsible to following manager: Workforce Development Manager (Children's Social Care Academy)	Responsible for following staff: Professional assessment, development and reflective supervision of newly qualified social workers (NQSWs). Day-to-day line management remains within the NQSW's host social work team.
Post Number/s: RWC2109	Last review date: 2021 (current 2026)

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose:

The Early Career Development Programme Manager (ECDP manager) role requires you to design, oversee and quality assure the Early Career Development Programme, a two-year programme replacing the previously known one-year Assessed and Supported Year in Employment (ASYE) for newly qualified social workers. Initially, the role will focus on assessing those NQSWs who are completing their ASYE, with the new ECDP beginning from September 2027. The role includes teaching, supporting and assessing NQSWs throughout their ECDP, enabling them to develop into confident and capable practitioners who can make a positive difference for children and families and successfully meet the requirements of the ECDP panel. The post also provides continued developmental support across the two-year early career period, helping to strengthen practice, confidence and professional identity as NQSWs move from initial consolidation into more confident and autonomous practice.

The post requires a skilled and experienced practitioner who can build effective relationships with children, families, colleagues and partner professionals. The postholder will be confident in managing risk, working with complexity and improving outcomes for children and families. They will also have experience of assessing others' practice and providing clear, constructive feedback to support professional development.

The postholder will observe NQSWs' direct work with families and provide constructive developmental feedback. They will be committed to their own continuing professional development and will hold, as a minimum, Practice Educator Professional Standards Stage 1 (PEPS 1 or equivalent), with active progression towards PEPS 2.

Specific Duties and Responsibilities

- Design, oversee and quality assure the two-year Early Career Development Programme for NQSWs, ensuring it reflects Wandsworth priorities, national guidance and emerging developments in children's social care;
- Assess NQSWs completing their ASYE during the transitional period, and assess NQSWs throughout the ECDP pathway once the new programme begins from September 2027, from initial learning agreement through to final assessment, working with host teams to ensure evidence portfolios are ready for relevant panel requirements;
- Work with host team managers to ensure NQSWs receive effective supervision, with case management supervision provided by the team manager and reflective supervision provided by the Early Career Development Programme Manager (ECDP manager);

- Plan and co-ordinate ASYE learning and development activity during the transitional period, and ECDP learning and development activity across the two-year programme from September 2027, including induction, training, development sessions and action learning sets;
- Provide guidance, development and support to NQSW line managers to strengthen their contribution to the ECDP pathway and the extended two-year support offer;
- Develop structured early career support across the second year of the ECDP, helping social workers consolidate practice, confidence and professional identity beyond the initial assessment year;
- Contribute to wider practice development across the workforce, including workshops and learning opportunities that respond to identified practice needs;
- Co-ordinate the new roles of Social Work Teaching Consultants within the regional DfE-funded Social Work Teaching Partnership;

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Current team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Requirements	Essential E Desirable D	Assessed by A & I/ T/ C
Knowledge		
1. Comprehensive knowledge of theories, conceptual frameworks, practice models and research findings that underpin effective social work practice including awareness of current issues and debates in the social work profession and in social work academia.	E	A/I

2. Good knowledge of the assessment and support requirements for NQSWs completing the one-year ASYE and, from September 2027, the two-year Early Career Development Programme, including proven experience and capability in the assessment of social workers against professional standards.	D	A/I
3. Good knowledge of the DfE Knowledge and Skills Statements for practitioners and practice supervisors and the Professional Capabilities Framework for social workers.	E	A/I
4. Evidence of commitment to continuous professional development for self and others.	E	A
5. Demonstrable understanding of how the principles and provisions of the Equalities Act relate to this post.	E	A
Experience		
6. Experience of supervising, educating and assessing social workers in training, including NQSWs undertaking ASYE or equivalent early career development programmes.	D	A/I
7. Demonstrable experience of working with children, young people and their parents/carers and a track record of helping them to achieve positive outcomes.	E	A/I
8. Experience of practice leadership, including modelling good practice and supporting others' professional development.	E	A/I
9. Significant experience of using Mosaic and standard IT packages and the ability to support others in their day-to-day use.	D	A
Skills		
10. Ability to design, deliver and evaluate practice development programmes, using evidence of need to shape quality-assured learning and support.	D	A/I
11. Ability to build and maintain effective and collaborative relationships with NQSWs and managers across different teams and levels of the organisation, and with other relevant stakeholders.	D	A/I
12. Committed to shaping the learning of others and developing outstanding social workers who can lead change for families.	E	A/I
13. Ability to observe, analyse and challenge practice, identifying strengths and areas for development.	E	A/I
14. Strong oral and written communication skills, including the ability to provide clear, analytical and constructive feedback.	E	A/I
15. Ability to create a supportive and reflective supervisory relationship that adapts as the NQSW's confidence and capability grow.	E	A/I
16. Models professionalism, sound judgement, autonomy and initiative, with the ability to organise workload, work under pressure and meet deadlines.	E	A/I

Qualifications		
17. The post holder must be a qualified social worker registered with Social Work England (SWE).	E	C
18. The post holder must hold, as a minimum, PEPS1 (or equivalent), have undertaken Practice Education within the last 2 years and be actively working towards PEPS2 (not required for applicants who hold the Practice Teaching Award)	E	C

A – Application form

I – Interview

T – Test

C - Certificate