



## Communities Manager job description and person specification

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| <b>Role</b>                             | Communities Manager  |
| <b>Term</b>                             | Fixed term until March 2023  |
| <b>Start</b>                            | ASAP   |
| <b>Working Pattern</b>                  | Full time, but we are open to a range of working patterns.   |
| <b>Remuneration</b>                     | £34-36k, 27 days annual leave (excluding bank holidays), pension contribution.   |
| <b>Benefits</b>                         | Flexible working policy, employee assistance programme, cycle to work scheme.  |
| <b>Location</b>                         | London Waterloo or Batley, West Yorkshire. Our team is currently working mostly from home. You are able to work in the office if working from home is not possible or comfortable for you. We are open to remote working arrangements so long as you are able to travel to either of our offices occasionally.   |
| <b>Reports into</b>                     | CEO  |
| <b>Direct Reports</b>                   | Communities Officer  |
| <b>Application Process and Deadline</b> | <p>Apply before midnight on Wednesday 29th September 2021.</p> <p>Please <b><u>complete the application form online</u></b> and <b><u>email your CV to <a href="mailto:info@jocoxfoundation.org">info@jocoxfoundation.org</a></u></b>. We will blindly assess application questions and consider CVs to decide the final interview shortlist. Please let us know if you require any reasonable adjustments to submit your application.</p> |

The first round of interviews will take place on Tuesday 5th and Wednesday 6th October . If necessary, a second round of interviews will take place week commencing 11th October. We will make any reasonable adjustments required to attend the interview.

We regret that due to capacity we are unable to provide feedback for applicants who did not progress to interview.



**Hey there, come join our team and help us build a better world.**

This is an incredibly exciting opportunity for someone looking to play a leading role in a small but influential national charity building a positive legacy for the late Jo Cox MP. We are looking for someone with excellent project management skills, excellent experience of community development, a compassionate and generous approach to leadership and a genuine commitment to equity, diversity and inclusion to help advance our communities work. Through this role you will play a key role in continuing Jo Cox’s legacy over the years to come.

#### **ABOUT THE JO COX FOUNDATION**

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to build a positive legacy for Jo and to create something positive from the tragedy that was her murder. Just as Jo did, we believe in working together effectively with individuals and organisations that share the belief that we have more in common than that which divides us.

Our mission is to build stronger communities, a better public life and a fairer world in Jo’s name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

We are a close-knit, passionate and dedicated team. Whilst we work hard, it's incredibly important to us that we have fun and look after ourselves and each other too.

## **ABOUT THE ROLE**

In early 2020, with the support of Spirit of 2012, the Jo Cox Foundation embarked on the Moment to Movement project. Moment to Movement explores the relationship between two of the Foundation's community programmes - the Great Get Together and More in Common Network - asking under what conditions 'moments' such as the Great Get Together might spark long-term social change via movements such as More in Common.

Now, eighteen months into this three year project, we've set the foundations for the More in Common Network to grow, laying out clearly what it means to be a More in Common group and working collaboratively with our existing More in Common groups to understand and respond to their support needs.

This role offers an exciting opportunity to take the More in Common Network to the next level, developing and implementing a strategy that will enable new More in Common groups to form across the UK, and further developing the support offer for our existing groups. You will also oversee the wider delivery of the Moment to Movement project, acting as the key point of contact to our funders Spirit of 2012, and leading on monitoring and evaluation.

## **ABOUT YOU**

You will have extensive experience of working to develop or deliver community building initiatives and will be confident galvanising and supporting volunteers. You'll have strong project management skills, including experience of developing and implementing monitoring and evaluation frameworks, and an ability to work well with a wide range of stakeholders, from community volunteers to funding partners.

In addition, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your

respect for others and the desire to make a truly positive contribution through your work.

## **Key Responsibilities**

### **More in Common Network development**

- Lead on developing and implementing a growth strategy for the More in Common Network.
- Work with the Communities Officer to develop and implement a programme of learning and networking opportunities for members of the More in Common Network.
- Work with the Communities Officer to develop new resources for More in Common groups in response to group needs.
- Work with the Senior Communications Officer to develop a communications plan for the More in Common Network.
- Work collaboratively with the Public Affairs Officer to build awareness of the More in Common Network with policy makers.
- Identify and develop partnerships with other external organisations to support the objectives of the More in Common Network.
- Contribute evidence to external research projects related to cohesion and integration through partners such as Belong Network.

### **Moment to Movement project management**

- Lead on the management of the Moment to Movement project, acting as primary contact for our funders and project advisory group.
- With the Campaigns Manager, lead on developing and implementing our diversity and inclusion strategy for the Moment to Movement project.
- Oversee monitoring and evaluation of the Moment to Movement project, and lead on reporting to funders.

### **Line management**

- Act as line manager to the Communities Officer, ensuring their wellbeing and professional development.

### **Person Specification**

## **Experience, Knowledge and Skills**

### **Essential**

- Experience of developing and/ or delivering community building initiatives.
- Experience of supporting grassroots community groups and/ or developing a grassroots network.
- Project management experience, including experience of developing and implementing monitoring and evaluation frameworks.
- Experience of managing relationships with a diverse range of partners and stakeholders, including grant funders.
- Proven experience of and commitment to implementing diversity and inclusion best practice in an effective and meaningful way.
- Proven leadership skills and confidence in communicating with a diverse range of stakeholders as a representative of The Foundation.

### **Desirable**

- Strong understanding of community cohesion principles, in theory and practice.
- Experience of developing learning and networking opportunities for adults.
- Experience of working with and supporting volunteers.

## **Personal attributes**

### **Essential**

- Strategic and outcome focused with strong analytical skills.
- Ability to work autonomously.
- A compassionate and empowering approach to line-management.
- Ability and desire to be both hands-on and strategic.
- Excellent communication skills.
- Ability to reflect critically on own performance and adjust approach where necessary.
- A genuine commitment to equality, diversity and inclusion.
- Commitment to the Foundation's values and to fostering a culture where all team members have a sense of belonging.

If you're unsure whether you're right for this role, please get in touch and we can discuss further.

*The Jo Cox Foundation is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every individual has a sense of belonging. We recognise that our team does not currently reflect a diverse range of life-experiences and perspectives. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.*

*The Jo Cox Foundation is an equal opportunities employer and we actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes.*

*Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). To ensure this, we use a blind recruitment process.*

*Along with our Flexible Working policy and Employee Assistance Programme, the Foundation strives to provide the support and adaptations needed for every employee to fulfil their role to the best of their ability.*

Please let us know if we can offer any reasonable adjustments to support your application by emailing [info@jocoxfoundation.org](mailto:info@jocoxfoundation.org). You can download the large print

version of this Job Description at [www.jocoxfoundation.org/careers](http://www.jocoxfoundation.org/careers).

