



# Job Description

<b>Job Title</b>	Newham Voluntary, Community & Faith Sector Infrastructure Project Lead.
<b>Hours</b>	Fulltime (35 hours/week) worked flexibly normally between 9:00-18:00 Mon-Fri with some evening/weekend working as required. Applications for job share or part time hours will be considered.
<b>Term</b>	Fixed term of 2 years in the first instance.
<b>Reporting to</b>	Board of Directors.
<b>Responsible for</b>	Project Officer, Project Administrator, volunteers.
<b>Location</b>	Combination of office-based, home, and peripatetic working, primarily within the London Borough of Newham. Ideally predominantly office-based, as Covid-19 restrictions permit. Current office address: 170 Harold Road, Plaistow, London E13 0SE.
<b>Benefits</b>	£32,000 pa; 25 days' annual leave per annum plus public holidays; employer contribution to pension of 3%.
<b>Purpose of the post</b>	To lead our council-funded project delivering infrastructure support and capacity building to voluntary, community and faith groups, organisations, and the sector as a whole, within the London Borough of Newham.
<b>Background</b>	<p>Compost London CIC was established in 2017 to help voluntary, community and faith groups and organisations to grow and thrive. Drawing on decades of experience of community development and capacity building in Newham and beyond, we offer a range of support services and consultancy including: mentoring, training, research and evaluation, organisational review and planning. We also host Newham's ESOL Exchange, co-run the Evaluation Exchange (in partnership with UCL), and administer our in-house Nourish Fund to ensure cost is not a barrier to groups most in need of our services. Since the start of the pandemic, we have worked closely with Newham Council to map the sector's Covid-19 response and resultant needs, and to help begin to bring the public and VCF sectors into more effective partnership for the people of Newham.</p> <p>We have been awarded a contract by Newham Council to deliver a range of infrastructure and capacity-building support to the VCF sector within the borough. This work will seek to:</p> <ul style="list-style-type: none"> <li>• Connect, coordinate and support collaboration across the sector.</li> <li>• Map the sector, its provision and needs.</li> <li>• Develop a 'bank' of information and resources to be freely shared with the sector to enhance good practice.</li> <li>• Deliver a programme of activity to develop skills, confidence and networks.</li> <li>• Develop and enhance positive working relationships between the London Borough of Newham and the Voluntary Community and Faith (VCF) sector.</li> <li>• Coordinate the sharing of information, news and opportunities to and for the sector.</li> <li>• Identify common issues and convene sector experts to co-produce solutions within the borough.</li> <li>• Showcase and celebrate Newham's VCF sector both within and beyond the borough.</li> </ul>

## **Key responsibilities**

The role holder will work with the board of directors to achieve the aims and ambitions of the tender. In particular:

- **Sector Mapping and Resource Bank:**
  - Build on existing mapping work by Compost London to understand the breadth of activity, gaps in provision, and existing skills and resources beyond Covid delivery.
  - Coordinate the creation of an online resource bank (of existing and new resources) including tools such as: statistics and factsheets, service directories, template policy documents, planning tools, notices about key legal changes relevant to the sector, etc.
- **Networking and co-production:**
  - Establish, support and develop thematic cross-sector groups to identify shared issues, collaborative solutions, good practice and common objectives for the borough.
  - Convene and facilitate time-bound 'task & finish' working groups to test and pilot ideas in response to issues and potential solutions identified by the thematic groups.
- **Events and Conferences:**
  - Oversee the delivery of a programme of learning events, workshops and surgeries to up-skill and resource the sector.
  - With the directors and project team, organise and run an annual conference in co-production with key stakeholders to bring the sector, local authority and others together for positive dialogue and knowledge-exchange.
- **Bespoke capacity building:**
  - Lead on the delivery of an ongoing programme of capacity building, mentoring, 1-2-1 support, and regular drop-ins for local VCF groups and organisations.
  - Help the sector to access funding through establishing relationships with local funders, organising funding-related events, and providing bespoke capacity-building support and upskilling around fundraising.
- **Communications:**
  - Lead on the co-development of a sector-wide communications plan enabling the prioritisation and streamlining of information, and creating clear routes for groups to share their latest news.
  - Oversee the production of regular project communications including social media and website updates as well as production of e-newsletters for and with contributions from the sector.
  - Work with the sector and digital experts to better understand the sector's communication needs; co-produce the design and oversee the delivery of a pilot online platform to meet these needs.
- **Project governance and reporting:**
  - Convene quarterly meetings of the project's steering group as it oversees the project's strategic development and progress, ensuring emerging issues are considered and emerging knowledge, groups and networks are embraced.
  - Provide regular project updates to the board, monitoring outcomes and preparing progress reports for the council, VCF sector and wider stakeholders.
- **Line management and planning:**
  - Line management & supervision of project officer, project administrator and project volunteers.
  - Participate in project and wider organisational team and planning processes and meetings, as well as regular one-to-one management supervisions.
- **Other duties:**
  - Act as designated first aider, fire marshal and health & safety officer for the project and – in the physical absence of directors – for the wider organisation, and ensure the project's compliance with Compost London's policies and procedures and the law, particularly around equality, diversity & inclusion; safeguarding; data protection; health & safety.
  - Other reasonable duties required from time to time in furtherance of the project.

<b>Person Specification</b>	
Skills & Abilities:	<b>Essential (E)/ Desirable (D)</b>
Excellent listening, verbal & written communication skills. Able to work effectively with a diverse range of people.	E
Excellent time & budget management and organisational skills. The ability to manage and prioritise a varied portfolio of work.	E
Able to work effectively both as part of a team and independently.	E
Skilled and enabling people manager, able to delegate effectively and bring out others' best performance.	E
Computer literacy, including working knowledge of MS Office (especially Word, PPT, Excel and Outlook), and video conferencing platforms such as Zoom.	E
Able to monitor progress against targets, compile audience-appropriate reports, and use feedback and learning proactively and responsively to refine practice.	E
Digital skills (eg: including website management, social media, and other digital communication platforms.	D
<b>Knowledge &amp; experience:</b>	
Significant experience of community development/capacity building.	E
Experience of building networks, convening meetings, and advocating for diverse groups effectively.	E
Experience of co-production and using a bottom-up approach to service development.	E
Understanding of the VCF sector in Newham and the challenges and opportunities it faces.	E
Experience of events management in relation to learning and knowledge exchange.	D
Experience of producing external communications.	D
<b>Attitudes &amp; qualities:</b>	
Proactive, solution-focused self-starter, routinely ensuring work is executed to the highest standards.	E
Inclusive, co-productive, approach, promoting equity and welcoming of difference and diversity.	E
Affinity with and commitment to Compost's ethos and values, including collaboration & co-production, accountability & transparency, honesty & integrity, and equity & inclusion.	E
Commitment to working and ensuring the project operates in accordance with Compost London's policies and procedures.	E
Commitment to own ongoing learning & professional development.	E

## Application details

As an equal opportunities employer, we positively celebrate diversity and welcome applications from people from all backgrounds. We commit to interviewing anyone who is disabled and also meets the essential criteria or is able to do so with reasonable adjustments.

Any offer of appointment will be subject to the following:

- Receipt of two satisfactory references, including one from your current/most recent employer;
- Satisfactory right to work check; and
- Satisfactory basic DBS check. You will be asked to disclose details of any relevant criminal convictions and these may be taken into consideration.

The personal information you provide with your job application is to assess your suitability for the role and to help us to improve our recruitment procedures. It will be stored in a restricted access filing system and deleted six months after the appointment to the post is made. The lawful basis for processing this information is to fulfil a contract. The demographic monitoring form will be kept separately from your main application and will play no part in the selection process, except to enable us to honour our commitment to interview anyone meeting the essential criteria who is also disabled. For further information please see our [privacy policy](#)

To apply, please send your CV, completed equalities monitoring form, and a personal statement explaining how you meet the criteria in the Person Specification. This could take one of the following forms:

- covering letter (maximum of 1000 words)
- slide deck (max 10 slides, 1000 words)
- video or audio recording (max 5 mins)
- other format as agreed in advance (contact [info@compostlondon.org.uk](mailto:info@compostlondon.org.uk))

For an informal conversation about the role, please contact [info@compostlondon.org.uk](mailto:info@compostlondon.org.uk)

Applications should be submitted to [anne@compostlondon.org.uk](mailto:anne@compostlondon.org.uk). The deadline for completed applications is 9am on 6<sup>th</sup> August 2021 and late applications will not be considered.

Interviews will be held during the week commencing 16<sup>th</sup> August 2021.