****

**Candidate Information Pack**

**Grants and Events Coordinator**

**Please find enclosed:**

## Background Briefing

## Job Description and Person Specification

* The Recruitment Process
* Application Form

**For background information on the National CLT Network**

[www.communitylandtrusts.org.uk](http://www.communitylandtrusts.org.uk)

**For background information on UK Cohousing**

<http://cohousing.org.uk/>

**For background information on CDS Cooperatives**

<http://www.cds.coop/>

**For background information on the community-led collaboration**

<http://custombuildstrategy.co.uk/news-article/new-collaboration-will-boost-community-led-housing/>

<http://www.24housing.co.uk/news/community-led-housing-networks-agree-formal-collaboration/>

**Background Briefing**

**Why Join Us?**

Would you like to work in a dynamic organisation that is behind a growing movement of people building genuinely and permanently affordable homes and is part of a cutting-edge collaboration to scale up Community-led housing?

Community Land Trusts (CLTs) are a vital force for social good. They are local organisations set up and run by local people to develop and manage homes as well as other assets important to that community, like community enterprises, food growing or workspaces. The CLT’s main task is to make sure the homes are genuinely affordable, based on what people actually earn in their area, not just for now but for every future occupier. The CLT movement is growing fast as more and more people are feeling the impact of the housing crisis and are deciding to take things into their own hands.

CLTs are part of a wider community-led housing movement that has gained momentum over recent years, particularly following the commitment from Government to invest £60 million a year in the sector. The sector is now on the cusp of significant expansion and there is real potential to move it from a niche emerging market into the mainstream. To achieve that, the National CLT Network has entered into a strategic collaboration with the UK Cohousing and CDS Cooperatives to work on joint projects.

The Grants and Events Coordinator will play an important role in the future of the National CLT Network and the collaboration with the UK Cohousing and CDS Cooperatives. The postholder will spend approximately 2 days per week working on the National CLT Network grants programme and 3 days per week working on National CLT Network events and a joint events programme.

**The grants programme**

Ensuring CLTs can get access to the right technical support to set up and run their project is fundamental to growing the CLT sector and seeing CLT homes get delivered. The National CLT Network runs three grant programmes to support CLTs to get started and to support Umbrella CLTs, local or regional support bodies that provide one to one support direct to CLTs. The National CLT Network is currently responsible for three grant making programmes:

* The Start-up Fund (£500,000) and the Urban CLT Project (£350,000), both of which support new CLTs to get started;
* The Umbrella CLT Fund (£208,000), which supports the development of a sustainable form of local and regional support infrastructure for CLTs.

The postholder will work closely with the Head of Grants and Development to develop and deliver this fundamental part of the National CLT Network’s work and will ensure that they are delivered to maximum effect.

**The events programme**

The three organisations share a vision to raise awareness of Community-led housing amongst the general public (to create demand) and within markets that need to respond (e.g. investors, retail mortgage lenders, national and local government). Key to that is delivering an events programme for different audiences. At present the programme consists of:

1) A series of peer to peer learning events hosted at community-led housing projects – the National CLT Network ‘See it and Believe it’ Events;

2) Events for members for networking, capacity building and information sharing;

3) National conferences to support the organisations’ advocacy campaigning work, raising awareness and influencing Parliamentarians, Government officials, members and officers of local authorities.

This is just the initial programme. It will be for this postholder to develop a full programme of events to support the strategic objectives of the organisations and their ambitious plans to scale up community-led housing. The opportunities are many and the profile of Community-led housing is high, so this is an exciting time to be part of this work.

**More about the National CLT Network**

The National CLT Network was established in 2010. As the national Charity for CLTs in England and Wales, it represents and supports 225 CLTs nationwide and is a membership body.

The National CLT Network provides funding, resources, training and advice for CLTs and works with Government, local authorities, lenders and funders to establish the best conditions for CLTs to grow and flourish. In the short time that the organisation has been around it has achieved a significant amount and is known as one of the most effective lobbying organisations in Westminster. Some of the notable achievements include: -

* Securing £60m annual Government funding for Community-led housing;
* Securing a full exemption from the Government’s 1% cut in social rents and a partial exemption from the Right to Buy;
* Successfully delivering three major grant programmes that enable CLTs to get established and deliver homes, awarding 268 grants to date;
* Significantly raising the political and public profile of CLTs, including among Cabinet Ministers, MPs (70 MPs were engaged on one campaign), policy makers and key partners. The organisation recently led a major study into the housing crisis for the National Housing Taskforce on behalf of the Housing and Planning All Party Parliamentary Group.

These successes, alongside many others, have had the following impact:

* A six-fold increase in CLTs from 30 in 2010 to 225 in 2016 and an expansion of the sector into urban areas;
* 700 permanently affordable homes built by CLTs and another 3000 in the pipeline.

**More about the UK Cohousing Trust**

The Cohousing Network is a membership body set up in 2007 to help communities use cohousing principles to create better places to live by reducing isolation and loneliness, growing street level social capital to share facilities and services to reduce living costs. In 2013 the UK Cohousing Trust was established to become the charitable organization to promote the public benefit of cohousing principles; the application for charitable registration is currently underway.

Cohousing is a global definition for a way of living in socially active self-managed communities. Cohousing is more widely available in other countries such as the USA and in Denmark, where it accounts for approximately 8% of the housing stock.

The UK Cohousing Trust is a resource point for anyone interested in finding out about cohousing, as well as providing information for local councils, housing associations, and other organisations working to achieve social progressive change. UK Cohousing’s aim is to make cohousing accessible to the mainstream and to help shape the policy and public funding environment to achieve this goal.

Cohousing is gaining significant interest from the public, particularly as a response to issues of loneliness and isolation and the challenge of funding social care. You may have spotted recent coverage by the BBC, in the Daily Mail, The Times and Telegraph.

**More about CDS Cooperatives**

CDS Cooperatives wants to see co-op and Community-led housing as a mainstream option – widely and easily available across tenures and budgets. CDS is a registered housing association with just under 1,000 owned properties and is the largest housing co-op agency in London and the South East where it provides a broad range of business and landlord services to 45 independent co-ops and their 2,200 residents. We aim to achieve our vision by working collaboratively with others, helping the best ideas, products and projects to thrive.

**The context for the role**

As individual organisations and as a strategic collaboration we have ambitious plans and visions for the coming years. There is a real possibility of growth and development, as well as the opportunity for community-led housing to become mainstream in the housing sector. In order to grow and support our work we now need to appoint a Grants and Events Coordinator, who will work closely with other team members to deliver the following three strands of our work:

**One – work closely with the Head of Grants and Development to deliver the grants programmes**

The National CLT Network provides grants to help new and developing CLTs to get started and set up and run their affordable housing project, and provides grants to Umbrella CLTs, regional or sub-regional bodies that provide one to one support direct to CLTs. You will be central to delivering the National CLT Network grants programmes and will, amongst other things:

* Coordinate the development and delivery of the grants programme, working closely with the Head of Grants and Development;
* Play a key role in liaising with grantees and potential grantees, providing a supportive role to ensure CLTs can deliver their housing schemes, and liaising with funders and panel members;
* Work closely with the Head of Grants and Development to identify and bring in new sources of funding for CLTs and Umbrella bodies, as required.

**Two – organising and delivering a busy events programme**

An initial events programme has been developed but the post-holder will be responsible for developing and delivering a full events programme for all three organisations to help achieve their strategic objectives. The postholder will, amongst other things:

* Work closely with colleagues to develop an events and meetings programme to help achieve the strategic objectives of all three organisations;
* Take responsibility for coordinating, organising and delivering the programme, working closely with the Communications and Policy Manager and Communications and Administration Assistant to promote the programme.

**Three – provide some senior administrative support**

Although the National CLT Network and UK Cohousing are small we punch above our weight and, in collaboration with CDS, we stand to achieve even more. However, in small teams everyone needs to be willing to get involved and multi-task, so the post holder will also take on some more general administrative duties, help out and support other team members when needed. The plus side of small teams are that everyone has an overview of the whole picture and there are often new challenges. So, the postholder will need to genuinely thrive in a small team and be willing to take on new work sometimes and support the general running of the organisations.

**The person**

This is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates. Your motivations might be many and varied – from wanting to develop your career in either grants or events, to having a passion for housing or communities, or because you want more responsibility and to develop your management potential. This is an opportunity to join an organisation and collaboration that is working in an area that is increasingly gaining both widespread attention and traction, at Ministerial level, among Parliamentarians, and among housing activists and the wider housing sector. The opportunities will be many and the work varied and challenging. Whatever your motivations, the National CLT Network would like to hear from you, particularly if you: enjoy a variety of tasks and challenges, are creative, enterprising, flexible and ambitious and have a flair for organising and enjoy making things happen. You will also feel strongly about the importance of social justice and the difference that CLTs and Community-led housing can make.

**JOB DESCRIPTION**

**Job Title:** Grants and Events Coordinator

**Salary:** £25,500 - £27,000 + pension and benefits

**Location:** Borough/London Bridge, SE1

**Contract:** Permanent

**Responsible to:** Head of Grants and Development

 Policy and Communications Manager (dotted line)

Matrix Management for collaborative Community-led housing initiatives

**Works closely with:** All National CLT Network team members

Executive Director & Trustees of UK Cohousing Trust

 CEO of CDS Cooperatives

Community Land Trusts, cohousing groups and cooperatives.

**Responsible for:** The National CLT Network has a matrix management approach, so the post holder can expect to be responsible for a number of projects.

**Purpose of the post:**

To be proactive in the planning, organisation and delivery of a busy programme of events and meetings and to be central to the planning, coordination and delivery of a programme of grants to CLTs. These are the range of tasks that will be involved:

**Grants Coordination for the National CLT Network**

* Working with the Head of Grants and Development, assess all requests for funding and support;
* Field all enquiries to the grants programme, ensuring that appropriate information is provided;
* Working with applicants and potential applicants, support them to develop and submit applications for funding and support;
* Develop and maintain constructive relationships (through correspondence, visits, emails, meetings, email phone calls etc.) with potential and existing grantees from all three programmes;
* Work with the Head of Grants and Development to ensure appropriate information and high quality applications are available for awarding panels to be able to reach decisions;
* Communicate the decisions of panels to the applicants, providing constructive and sensitive feedback when necessary;
* Working with the financial administrator, initiate the payment of grants at the appropriate time;
* Working with the Head of Grants and Development, develop appropriate, helpful monitoring and evaluation which is not burdensome but rather helpful to the group;
* Ensure that high quality monitoring and evaluation of the programmes are provided to the decision-making panels and funders;
* Maintain clear and accessible records of all work undertaken, gathering useful information and case studies which can be used for best practice sharing and communications purposes;
* Work with the Head of Grants and Development to manage budgets, working closely with operations to ensure that grants to NCLTN are received and payments are made to groups.

**Events Coordination**

* Working with the Executive Directors and teams of the National CLT Network, UK Cohousing and the CDS to develop and deliver a programme of external facing events that support the strategic aims of the organisations;
* Design and deliver the National CLT Network’s See it and Believe it event programme;
* Working with colleagues of the National CLT Network and outside contractors on the development and delivery of a programme of training events for CLTs/community-led housing groups;
* Working with all three partners - National CLT Network, UK Cohousing and CDS Cooperatives – to organise and support the delivery of member only events and internal facing meetings, such as member workshops and networking meetings, AGMs and other such meetings;
* Responsibility for liaising with speakers, facilitators and attendees;
* Proactively managing bookings for attendance and taking early action if numbers are too low, or too high;
* Managing the payment of any fees for attending events;
* Managing the events/meetings diary and coordinating the directors’ diaries;
* Working with colleagues to plan materials and make sure that materials are prepared and available for events and meetings;
* Managing catering needs for all events and meetings, ensuring that dietary requirements and other needs are catered for;
* Setting up and clearing rooms and, on the day, welcoming attendees; managing audiovisual equipment and ensuring that refreshments are available and that any catering is delivered and available;
* Work with colleagues to develop and deliver a system for monitoring and evaluating the effectiveness of events, gathering feedback to improve and enhance the programme.

**General**

* Play a proactive role in the development of the organisations and their members;
* Undertake administrative duties when required and support other team members;
* Help cover for other members of staff during periods of absence;
* Take part in team meetings and provide support to the Director, the Head of Grants and Development and the Policy and Communications Manager when required.

**Other**

* Manage projects using a Matrix system, taking responsibility for leading and managing specific projects;
* The National CLT Network is a small organisation and the postholder will be required to take on other responsibilities and duties in support of our work, as may reasonably be required.

**PERSON SPECIFICATION – Grants and Events Coordinator**

| **Knowledge, skills and experience** | **E** | **D** |
| --- | --- | --- |
| 1. Experience of working in or with the voluntary, charity or community sector.
 |  | ✓ |
| 1. Experience of developing, organising and delivering a range of events/meetings or similar.
 | ✓ |  |
| 1. Experience of delivering a grants programme, or similar.
 |  | ✓ |
| 1. Excellent organisational skills, with a genuine interest and passion for improving systems and processes with the ability to juggle a range of projects and challenges.
 | ✓ |  |
| 1. Excellent relationship building and collaboration skills.
 | ✓ |  |
| 1. The potential to capacity build applicants and potential applicants.
 | ✓ |  |
| 1. Experience of working on a collaborative venture, or with partners.
 |  | ✓ |
| 1. Able to bring entrepreneurial flair, particularly to the events programme, maximising opportunities to generate an income from events.
 | ✓ |  |
| 1. A confident self-starter with a flexible approach.
 | ✓ |  |
| 1. Genuine value of and commitment to National CLT Network’s and the community housing collaboration’s aims and the role it plays.
 | ✓ |  |

| **Personal qualities and abilities** |  |  |
| --- | --- | --- |
| 1. Exceptionally organised, with strong attention to detail.
 | ✓ |  |
| 1. Able to plan ahead and deliver a busy programme of activities.
 | ✓ |  |
| 1. Strong communicator, able to support and develop groups, getting alongside them and enabling them to develop and deliver applications for funding.
 | ✓ |  |
| 1. A team player, able to work both independently and collaboratively in the role and able to roll up your sleeves.
 | ✓ |  |
| 1. Strong desire to work collaboratively and to juggle a range of tasks for a range of organisations.
 | ✓ |  |
| 1. A facilitative and supportive approach and able to influence a wide range of people and organisations.
 | ✓ |  |
| 1. Comfortable with change and working in an evolving organisation.
 | ✓ |  |
| 1. Enthusiastic, highly motivated and genuinely interested in, curious about and supportive of the work of CLTs, the National CLT Network and collaborators.
 | ✓ |  |

**National CLT Network** **– Grants and Events Coordinator**

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | 29 June 2017, at 10am |
| Panel interviews | 3 July |
| Final Interview | Tbc (if required)  |
| Decision made & successful candidate notified | Mid July |

## To Apply

If you would like to apply for this role, please complete the Application Form on the next page, and the Equal Opportunities Monitoring Form (downloaded from <http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/>), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, **by 10am on 29 June**, to NCLTN@allysondavies-consultant.com

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email address, or call
020 7828 3855 or 07968 556 164.

**National CLT Network**

**Application Form – GRANTS AND EVENTS COORDINATOR**

Please complete this form [*delete the preceding pages*] and attach a CV outlining your career to date, including any academic and professional qualifications. Please send this application form, CV and [Equal Opportunities form](http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/), **by 29 June 2017**, to NCLTN@allysondavies-consultant.com

Full name:

Address:

Mobile phone:

Home phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK?

# References

Please give details of two professional referees: your current or most recent, and a previous employer:

1. Name and professional relationship to you:

Tel:

Email:

OK to approach: Yes/No

2. Name and professional relationship to you:

Tel:

Email:

OK to approach: Yes/No

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

##### On no more than two pages, please state:

1) Why you would like to be the Grants and Events Coordinator?

##### 2) What three key areas of your experience and skills you can bring to this role?

##### (please draw upon the Person Specification to inform your answer)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the NCLTN will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to NCLTN, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** [type your name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_