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**Candidate Information Pack**

**Programme Manager**

**£35,000 - £42,000 (pro rata, 3 days)[[1]](#footnote-1)**

**Please find:**

## Background Briefing

## Job Description and Person Specification

* Application Form
* The Recruitment Process
* Equal Opportunities Monitoring Form (separate)

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

www.communitylandtrusts.org.uk

**Background Briefing**

**Why join us?**

Would you like to join a dynamic organisation that is behind a growing movement of people building genuinely and permanently affordable homes?

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 matters into their own hands.

CLTs and the wider community-led housing movement have gained momentum over recent years, particularly following the commitment from Government to invest £300 million 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. Our goal is for anyone, anywhere, to be able to set up a CLT. Central to achieving that is ensuring CLTs get access to technical and peer support to set up and run their project. We run two programmes to deliver that support and have also recently been awarded a grant by the EU as part of a collaborative project to support the growth of CLTs in cities in North West Europe, including in France, Belgium, Holland and parts of Germany.

We are also leading a project to develop the support infrastructure for the wider community-led housing, in collaboration with the UK Cohousing Network and Confederation of Cooperative Housing.

The Programme Manager is a senior and new post in the organisation. It involves overseeing our grant and support programmes, managing our participation in the EU Interreg project and delivering key work for that project and managing a collaborative project to develop the infrastructure for the wider community-led housing sector.

**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 240 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 £300m Government funding for community-led housing;
* Securing a full exemption from the Government’s 1% cut in social rents;
* Successfully delivering major grant programmes that enable CLTs to get established and deliver homes;
* 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;
* Leading on work to establish the support infrastructure for the wider community-led housing sector.

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

* An eight-fold increase in CLTs from 30 in 2010 to 240 today and an expansion of the model into cities;
* Over 800 permanently affordable homes built by CLTs and more than 5000 in the pipeline.

**The Organisational context for the role**

The National CLT Network has an ambitious strategy to significantly scale up the CLT movement and, simultaneously, transform the National CLT Network from being almost entirely reliant on grant, into a strong, viable and resilient social business. By 2021 the National CLT Network wants to have:

* Grown the number of CLTs to at least 300 nationwide and support the completion of at least 3000 permanently affordable homes;
* Turned the National CLT Network into a financially sustainable and resilient social business;
* Taken a leading role in the development of the wider community-led housing sector;

**The grant and support programmes**

Ensuring CLTs get access to the right technical support to set up and run their project is fundamental to growing the sector and seeing CLTs build and renovate homes. The National CLT Network is currently running the Start-up Fund (£500,000), which provides small grants to new CLTs to get started, and a peer to peer learning events programme – See it and Believe it - for budding CLTs to learn from those that have already built homes. These programmes are a fundamental part of the National CLT Network’s work and it is vital that they are delivered to maximum effect. Two other grant programmes – the Urban CLT Project and the Umbrella Fund – are both coming to an end but the postholder may carry out some of the final work on those programmes.

The Nationwide Foundation has recently awarded funding to the National CLT Network, Confederation of Cooperative Housing and UK Cohousing to together develop the support infrastructure for the wider community-led housing sector. That includes a single website on community-led housing, support for local enabling hubs and a training and quality mark programme for advisers. We are the lead contractor for the work and are sub-contracting the other partners. This project requires careful management to ensure it delivers on time and to budget and ensures effective collaborative working our partners.

**EU Interreg North West Europe project**

We have recently received EU funding to take part in a collaborative project to scale up CLTs in cities across North West Europe (through the North West Europe Interreg programme) and are leading on three major workstreams for that project, including the extension of the Start-up Fund to support groups in North West Europe and developing the support infrastructure in the region. This is an ambitious project and requires careful and proactive project management, financial management and strong leadership.

 **The role**

Working closely with a small and ambitious team, this role will work at a senior level to ensure the National CLT Network delivers its programmes and projects to a high standard, working effectively and efficiently but also collaboratively with partners, including in North West Europe. Given the prominence of the National CLT Network in the wider affordable and community housing sector, this role offers the opportunity to develop leadership qualities both within the organisation and externally.

The challenges and opportunities are manifold, including:

* Overseeing the delivery and development of the grant and support programmes to ensure CLTs in England and Wales are getting the right support;
* Leading, driving and managing our participation in an exciting new EU-funded project to scale up CLTs in cities across North West Europe, working with the Director;
* Leading on the delivery of a collaborative project to grow the support infrastructure for the wider community-led housing sector.

**The person**

In order to achieve the National CLT Network’s vision and goals the Network needs to recruit a team player who will bring first-rate project management skills to their own role, but also champion excellent project management across the organisation. 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 programme and project management, to having a passion for housing or communities, or because you want more responsibility and leadership. Whatever your motivations the National CLT Network would like to hear from you. Particularly if you enjoy a variety of tasks and challenges, have good attention to detail, like to drive projects, and can deliver projects to a high standard. You will also feel strongly about the importance of social justice and the difference that CLTs can make.

**JOB DESCRIPTION**

**Job Title:** Programme Manager

**Salary:** £35,000 to £42,000 (pro rata, 3 days**[[2]](#footnote-2)**), plus generous pension and benefits

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

**Contract:** Permanent

**Responsible to:** Director

**Responsible for:** The Grants and CLT Support Coordinator

The National CLT Network grant and support programmes, including the Interreg North West Europe programme

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

Funders

Colleagues involved in the Interreg North West Europe Project

 CLTs in England and Wales and North West Europe.

**Purpose of the post:**

Managing and overseeing the grant and support programmes in England and Wales, and driving forward and project managing the Interreg North West Europe project, working with and supported by team members.

Responsibility for the Grants and CLT Support Coordinator who will provide support on the Start-up Fund programme, including liaising with applicants and grantees, administering the programme and supporting groups to deliver their projects.

**Programme and Project Leadership and Management**

* Manage and oversee the delivery of the National CLT Network’s Start-up Fund, See it and Believe it programme and Nationwide Project and ensure that they achieve their objectives;
* Lead and drive the delivery of the EU North West Europe Interreg project; ensure the programme is well managed and achieves its objectives, and support the Communications Manager, Communications and Campaigns Officer and Grants and CLT Support Coordinator to deliver their responsibilities and activities for the project;
* Manage and delegate to the Grants and CLT Support Coordinator, overseeing their work on Start-up Fund applications, programme monitoring and evaluation, support to CLTs, servicing funder panel meetings and administering grant payments;
* Work with the Grants and CLT Support Coordinator to extend the Start-up Fund to North West Europe;
* Support the Communications and Campaigns Officer to deliver the See it and Believe it events programme;
* Oversee the budgets for all the programmes and projects, working with the Grants and CLT Support Coordinator and Communications and Campaigns Officer to ensure they are well managed;
* Working with other team members, ensure effective promotion of the programmes and projects;
* Liaise and build relationships with the project funders and partners, providing high quality and regular reports on the performance of projects including financial performance;
* Commission and oversee independent evaluations of the grant programmes, where relevant;
* Plan for and deliver positive exit strategies for the programmes and projects when they are due to come to an end;
* Working with the Director, Head of Development and Communications Manager, provide market intelligence and data to inform the advocacy campaigning and lobbying work.

**Other tasks to support the delivery of the Interreg North West Europe project**

* Map the current provision of support for CLTs or similar approaches in North West Europe and recruit technical advisers in those countries;
* Lead on the development of a social impact framework for CLTs in the region.

**General**

* Line manage the Grants and CLT Support Coordinator, taking responsibility for building their role and ensuring that it plays to their strengths;
* Play a proactive and leading role in the development of the National CLT Network;
* Take part in team meetings and provide support to the Director and Head of Development as and when required.

**Other**

* 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 – PROGRAMME MANAGER**

| **Knowledge, skills and experience** | **E** | **D** |
| --- | --- | --- |
| 1. Experience of working in or with the voluntary, charity or community sector.
 |  | ✓ |
| 1. Excellent management skills – experience of managing people, projects and programmes.
 | ✓ |  |
| 1. Excellent communication skills, able to write in an interesting, accurate and informative way. Strong verbal communication skills
 | ✓ |  |
| 1. A confident self-starter.
 | ✓ |  |
| 1. Experience or knowledge of grant making.
 |  | ✓ |
| 1. Strong business and financial management skills
 | ✓ |  |
| 1. Excellent relationship building and interpersonal skills
 | ✓ |  |
| 1. Genuine value of and commitment to National CLT Network’s aims and the role it plays.
 | ✓ |  |

| **Personal qualities and abilities** |  |  |
| --- | --- | --- |
| 1. Strong communicator and presenter.
 | ✓ |  |
| 1. Creative and good at finding solutions.
 | ✓ |  |
| 1. Strong manager with the ability to work well under pressure and to organise and meet deadlines and other people.
 | ✓ |  |
| 1. Highly motivated and enthusiastic.
 | ✓ |  |
| 1. Confident and able to work in NW Europe with Interreg partners.
 | ✓ |  |
| 1. A team player, able to work independently and collaboratively in the role.
 | ✓ |  |
| 1. Comfortable with change and working in an evolving organisation.
 | ✓ |  |
| 1. Able to travel in the England and Wales and in NW Europe.
 | ✓ |  |
| 1. Enthusiastic, highly motivated and genuinely interested in, curious about and supportive of the work of CLTs and the National CLT Network.
 | ✓ |  |

**National CLT Network** **– Programme Manager**

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline  | 23 April 2018, at 10am |
| Panel interviews | 25 April |
| Final Interview (if required) | 30 April  |
| Decision made & successful candidate notified | End of April |

## To Apply

If you would like to apply for this role, please complete this Application Form and Equal Opportunities Monitoring Form (downloaded from <http://www.allysondavies-consultant.com/wp-content/uploads/2015/06/Equal_Opportunities_Monitoring_Form.doc>), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, **by 10am, on 23 April 2018**, to Allyson Davies at

mailto: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, or call 020 7828 3855 or 0796 855 6164.

**National CLT Network**

**Application Form – Programme Manager**

*Please complete this Application Form* ***[delete the preceding pages]*** *and the*[*Equal Opportunities Monitoring Form*](http://www.allysondavies-consultant.com/wp-content/uploads/2015/06/Equal_Opportunities_Monitoring_Form.doc) *and attach a CV outlining your career to date,
plus any academic and professional qualifications. Please send your application,****by 10am on 23 April 2018*** *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:

Current/most recent employer’s name:

Professional relationship to you:

Tel:

Email:

OK to approach: Yes/No

Previous employer’s name:

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 Programme Manager at the National CLT Network?

##### 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. There is a possibility that this role could become a 5-day role, subject to successful fundraising. [↑](#footnote-ref-1)
2. There is a possibility that this role could become a 5-day role, pending successful fundraising. [↑](#footnote-ref-2)