Community Development Project
Manager: Rossendale, Lancashire
Be an Agent of Social Transformation!

Based in Rossendale, Lancashire
Starting Salary: £25,000 - 28,000 pa (pro rata)
Contract type: Part Time (0.6 FTE/3 days per week), contract to 30 Mar 2018, We would consider a secondment
Location: Bacup, Rossendale Borough Council with travel throughout the borough
Responsible to: Regional Manager: North West

We are looking for an exceptional and experienced Community Development manager to lead the delivery and toolkit development for an exciting community development project in Rossendale, Lancashire. Like everything at Spice, the work is fast-moving, ambitious, creative and varied, working across two localities to trial approaches, increase engagement, build sustainability, and write up learning and tools. We’re a rapidly-growing social enterprise and Spice is the largest community currency organisation in the world. Our work builds strong, resilient communities and gives people the tools to make real lasting changes in their lives.

Your new role
As a key part of the ‘Living well Living Better’ programme you’ll be developing a project using asset based community development principles combined with Spice Time Credits, to develop new approaches to tackle social isolation and loneliness. You will work in partnership with Rossendale Borough Council in two localities, Whitworth and Haslingden, to try out new approaches and build a network of organisations supporting a good neighbourliness and acts of kindness locally. You will work to build community capacity and resilience within the community, involving new people in activities, and developing projects that meet local needs.

You will be responsible for leading the planning and delivery of the project locally working closely with Rossendale Living Well, Living Better team, and the Spice NW team to ensure a joined up and effective approach. You will be communicating with different audiences and organising workshops and events with local partners and community members to try our new approaches. You will also be responsible for writing up the work, capturing learning creatively to produce a series of engaging outputs from the project including reports, toolkits and a celebration event.

What you’ll need to succeed
You will have experience of working with communities to unlock their potential and you will be passionate about the potential of individuals, groups and networks. You have experience of training and supporting people to work in new ways, identifying gaps and barriers in the community and have the drive to support the community in converting these into action. You will have experience of successfully leading the development of short term, high impact programmes that support the development of new approaches. You will be creative and innovative, designing new activities based on initial findings and flexing your approach. You are able to produce high quality influential reports and present them in a compelling to influence change. You can facilitate, encourage,
motivate and inspire. Like everything at Spice, the work is fast moving, creative and varied so we are looking for an exceptional individual who will be comfortable and experienced in leading this fixed term high impact and exciting project to influence change for the future.

Key tasks and responsibilities

1. Delivery of community development activities
   a) Grow Neighbour Networks
   Working closely with the Council to support local partners to grow the Neighbour Networks, grow numbers of people using Time Credits, and identify and support approaches for sustainability. You will also continue to support residents in the Wallbank area to develop their community action activity and residents group.

   b) Rollout successful approaches
   Roll out a programme of Digital Inclusion training and IT buddy development following the successful pilot. You will support local stakeholders to develop the Whitworth Men in Sheds projects and support new groups to sign up and use Time Credits in Whitworth and Haslingden.

2. Learning, Tools and Resources development
   a) Capture and write up learning and insights from the project
   Building on work to date write up learning and insights into a quarterly and a final report for Rossendale BC including images, learnings, insights, case studies, and recommendations.

   b) Develop Tools and Resources
   Develop tools and resources from successful approaches for other partners to take forward, including: a how to guide for neighbor networks, an approach for a local group directory, an Acts of Kindness Campaign resource guide and training resources.

3. Project management and Reporting
   a) Monitoring & Evaluation
   Ensure the regular collection of Time Credit monitoring information and support programme evaluation as required.

   b) Stakeholder Management and Relationships
   Develop strong relationships with key local stakeholders including council teams, contract managers, senior staff and elected councilors.

   c) Contractual delivery and reporting
   Work with the Spice team to coordinate local activity, meet contractual targets and report to stakeholders on progress. Keep project management documentation including project plan and risk register up to date.

4. Support Sustainability
   a) Raise the profile of the work
   Work with the NW Spice team to communicate successes from the work, and run a celebration event at the end of the project.
b) Scope continuation and legacy options for the project
Work with local stakeholder to develop next steps for the project activity and support integration.

c) Business Development
Work with the Spice team to support business development activity in East Lancashire to sustain Time Credit activity.

Person Specification

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<th>QUALIFICATIONS AND EXPERIENCE</th>
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<td></td>
<td>• Producing written reports based on community research or activity</td>
<td>• Development of toolkits for others to use</td>
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<td>• Experience of leading work and devising effective and appropriate models of delivery and engagement</td>
<td>• Comprehensive knowledge of the principles of community development and the voluntary sector</td>
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<td>• Experience of engaging and building strong relationships with Public, Private and Third Sector stakeholders.</td>
<td>• Understanding social and national policy which impacts on communities, particularly those who are most vulnerable or most severely affected</td>
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<td>• Strong project management expertise</td>
<td>• Proven success in developing and evaluating community development projects</td>
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<td>• Management of ambitious time limited projects to achieve outcomes</td>
<td>• Working with businesses to involve them in supporting community activity</td>
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<td>• Managing events and communications activity</td>
<td>• Production of creative visual design and video outputs</td>
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<td>• Confident in working ‘on the ground’ in the community</td>
<td>• Knowledge of Rossendale and rurally isolated communities</td>
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<td>• Experience of leading work in communities and devising effective approaches for engagement</td>
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<td>• Working with community members to involve them in programme design and delivery</td>
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<th>KEY SKILLS AND COMPETENCIES</th>
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<tr>
<td></td>
<td>• Excellent written &amp; verbal communication &amp; influencing skills</td>
<td>• Analytical skills, including problem solving, data analysis and interpretation</td>
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<td>• Good influencing skills and the capacity to present ideas</td>
<td>• Ability to lead and manage a project successfully</td>
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<td>• Designing and delivering engaging events and workshops with communities</td>
<td>• Highly organised. Able to plan, balance and cope with competing priorities</td>
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<td>• Analytical skills, including problem solving, data analysis and interpretation</td>
<td>• Strong IT skills, including proficiency in all aspects of Microsoft Office</td>
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<td>• Ability to lead and manage a project successfully</td>
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<th>PERSONAL ATTRIBUTES</th>
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<td>• A commitment to Spice’s vision, mission and values</td>
<td>• A creative, proactive and flexible approach to all areas of work</td>
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• Ambitious and results orientated, seeing things through to completion
• High level of drive, energy and commitment
• Strong collaborator
• Ability to travel with some overnight stays

Other Relevant Information
• You will need to be flexible regarding working hours and location. Evening and weekend working will be a small but important part of the role.
• This role is subject to an enhanced Disclosure and Barring Service (DBS) check
• This role sits within pay band P2, Non-London (£25,000 – £33,000)
• You hold a valid driving licence with access to a car

Remuneration & Contract
Based in Bacup, Rossendale Borough Council with travel throughout the borough
Starting Salary: £25,000 – £28,000 PA (pro rata)
This role sits within pay band P2, Non-London (£25,000 – £33,000)
Contract type: Fixed term to 30th March 2018 (0.6 FTE, 22.5 hrs/3 days pw)
We would welcome a secondment
Responsible to: Regional Manager: North West

How to Apply:
Please send a CV and covering letter (max two pages) outlining why you are applying and your suitability for the role. The letter should speak directly to the responsibilities, key competencies, skills and experience outlined in the job description.

Applications should be sent to Rosie Farrer rosiefarrer@justaddspice.org Please include your name and the job title in the subject line and save your CV and covering letter using this naming convention: [FirstnameSurname.CV] or [FirstnameSurname.CL]

Deadline for applications: 9am on Wednesday 13th September

Interview dates:
Shortlisting interview: 21st September 2017
2nd interview: 26th September 2017

Please do not apply if you will not be able to make these interview dates, either in person or via video conference. We regret that we will only be able to reply to and give feedback to shortlisted applicants.

Spice is an equal opportunities employer and welcomes applications from all sections of the community. It is the our policy to ensure that no applicant for employment at Spice receives less favourable treatment than another on grounds of age, disability, gender, marital status, race, religion, sex, sexual orientation or domestic obligation, or is disadvantaged by requirements or conditions which cannot be shown to be justifiable irrespective of the age, disability, gender, marital status, race, religion, sex, sexual orientation or domestic obligation of the person to whom it is applied.
About Spice and Time Credits

We develop Time Credit systems that value everyone’s time, no matter who they are. Time Credits open up new opportunities to try new things, learn, be healthier and have fun. We work with communities of all kinds, across many sectors. We’re passionate about the power within communities, and think that we’re better at solving problems when we work together. Our programmes embody exciting partnerships between individuals and the public, voluntary and private sectors.

Our growth to date has been underpinned by a simple and understandable core concept and a vision of creating connected and resilient communities. Our work is led by a passionate and dedicated board and staff team and is supported by a core group of funders, champions and allies. Our team is fantastic and Spice is a great place to work and learn. We’re growing all the time, making Spice a great place to learn and develop, we are always keen to hear from talented people from all walks of life who are interested in joining our team. Time Credits are a simple concept: for each hour that an individual gives to their community or service, they earn a Time Credit. These credits can then be spent on an hour’s activity, help from another individual, or gifted to others.

Our work was founded on the concept of Time Banking: a time-based currency system theorised and popularised by human rights lawyer Edgar Cahn in 1986. In 2003, an Institute was established within the University of Wales, Newport to explore the use of community currencies to support social regeneration in the South Wales Valleys. The Wales Institute for Community Currencies (WICC) began to develop time-based currencies that could be used as a tool within the community sector. When the WICC project finished at the end of 2008, Spice was established to further develop the Time Credits concept. We have experienced rapid growth over the last few years with over 35,000 people are now earning credits with over 1000 organisations using the tool to support their work.

Spice’s Core Values

- **People are Changemakers**: People flourish in communities that value, nurture and harness the wisdom, passion and creativity of all

- **Together we work**: Strong sustainable communities are built when people, their networks and the agencies that serve them mutually work together

- **Change that is meaningful**: Investment in communities should be measured against its potential to create meaningful change

Please see our website and our YouTube channel to learn more about our projects and work.

http://www.justaddspice.org and https://www.youtube.com/user/spicetimecredits