

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Community Wealth Building Project Lead  |
| **Accountable to** | The Go Beyond Network through the leadership organisations including WHALE Arts, Big Hearts and Space |
| **Personnel responsible for** | None |
| **Location** | Co-located: WHALE Arts Centre, Space Hub, Big Hearts and other venues with South West Edinburgh |
| **Hours of Work** | 0.8 of FT post / 28 hours per week / 4 days per week (however hours can be worked flexibly) |
| **Contract Length** | June 2021 for 12 months (12 months from start date) |
| **Salary**  | £26,236 (£22,914 for 4 days a week) |

**THE OPPORTUNITY**

This is a new fixed term post which will help Go Beyond, Capital City Partnership and the Edinburgh and South East City Region Deal area establish what Community Wealth Building (CWB) and the 5 pillars mean to them and importantly show how community organisations (such as charities & social enterprises) can play their part in developing CWB in the South West locality of Edinburgh.

5 key pillars of Community Wealth Building:

• Plural ownership of the economy

• Making financial power work for local places

• Fair employment and just labour markets

• Progressive procurement of goods and services

• Socially productive use of land and property

This post is funded in 2021 /2022 through the Regional Recovery and Renewal Fund part of the Edinburgh & South East Scotland City Region Deal. The funding is managed by Capital City Partnership.

**BACKGROUND**

Working across local neighbourhoods in South West Edinburgh, Go Beyond is a network of trusted local voluntary sector partners. Our purpose is to increase the capacity within our community organisations so that we stay resilient and strong in times of crisis. We aim to talk, listen and learn together while being guided by a vision and set of values that puts people first and creates communities that are great places to live and work.

Within the South West Edinburgh we have a number of smaller area networks supported by EVOC which make up the wider locality. These forums of bring together organisations and stakeholders based in Gorgie/Dalry, Wester Hailes, Broomhouse, Oxgangs and the Pentlands. It is envisaged that these networks, Voluntary Sector Forum for SW Edinburgh and Go Beyond will all be really important to the role holder.

The Edinburgh and South East Scotland City Region Deal is a change fund, to bring better regional alignment and facilitate change on how we work together and make better use of opportunities and economic growth.

**KEY RESPONSIBILITIES**

**This is a new post. We are looking for someone who understands Community Wealth Building (CWB) and can help develop this from the grassroots of our communities and is prepared to come on a Community Wealth Building journey with us over 12 months.**

**The Community Wealth Building Officer will be responsible for leading the following activities:**

* Develop the CWB approach in South West Edinburgh in partnership with the Go Beyond network and the six small areas networks across SW Edinburgh.
* Educating the third sector, voluntary groups and statutory sector about Community Wealth Building and how we can explore the pillars of CWB to benefit local people through attending meetings, leading workshops and events.
* Proactively meet with, engaging with local groups, organisations and stakeholders.
* Create a schedule of events, workshops and conversations to promote CWB across South West Edinburgh.
* Facilitate CWB sessions for organisations in the Go Beyond Network, and across other sectors and localities.
* Create an action plan for embedding CWB which details how local procurement can be developed in line with CWB principles.
* Contribute towards a CWB toolkit that can be used in other areas.
* Contribute to the continued development Go Beyond as the main source of collaboration between third sector and other sectors.
* Work closely with Go Beyond Digital Support and Communications Champion and EVOC team who support the small areas networks and Voluntary Sector Forum.
* Contribute and support partner organisations within the City Region Deal area.

**General Responsibilities:**

* Attend area-wide network meetings (there are six small geographical area networks) and the South West Voluntary Sector Forum.
* Contribute to an enthusiastic, positive working environment.
* Model behaviour as a champion of the network.
* Responsible for own learning - identifying training and development gaps and seeking opportunities to learn in different ways.
* Work to achieve agreed goals and targets and create written reports.
* Follow guidelines, procedures and policies provided by the organisation in relation to financial management and data.
* Work with all age groups with a personable approach to work.
* Complying with all HR policies including equal opportunities policy and practice, health and safety practices and principles and standards relating to quality management and customer care.
* Set up systems to track, monitor and review quantitative data.
* Contribute communications materials to our Go Beyond digital channels (e.g. social media, newsletters and website) where relevant to role.
* Store information in a confidential manner and in line with our GDPR policy.
* Undertake other appropriate duties as required commensurate with the level and role of the job.

*Job descriptions cannot be exhaustive and the post-holder may, from time-to-time, be required to undertake other duties, which are broadly in line with the above key responsibilities.*

**PERSON SPECIFICATION**

**Essential Skills & Experience**

* Experience of community development and an understanding of the principles of Community Wealth Building.
* Experience and ability to communicate with a diverse range of audiences, both in-person and through digital platforms.
* Experience of managing and/or contributing to cross-sector networks.
* Experience of managing and planning events and workshops.
* Experience designing, delivering and evaluating programmes of activity.
* Knowledge of safeguarding practices and experience of following organisational policies and procedures relating to this.
* Understand how to build relationships and work with local stakeholders.
* Can demonstrate leadership experience and the ability to self-manage workload and the ability to meet milestones and deadlines.
* Confident writing project reports.
* Confident managing budgets.

**Desirable Skills & Experience**

* Experience working or volunteering with community anchor organisation.
* Know the area well with knowledge of local organisations, services and the community.
* Understanding of the Edinburgh and South East Scotland City Regional Deal.
* Experience of working within procurement or community-based economic development.
* Understanding or experience of community benefits.

**APPLICATION PROCESS**

Apply by email attaching:

* An up-to-date CV detailing relevant education and employment experience (no more than 2 pages)
* A covering letter demonstrating how your skills meet the Person Specification (no more than 1 page)
* Details of two referees, including at least one previous employer.

Applications open on **Thursday 29th April** and close on **Friday 21st May** – applications should be submitted no later than **Midday Friday 21st May.** Late applications will not be considered. Please send these to recruitment@whalearts.co.uk using **Community Wealth Building Project Lead** in the subject line. Interviews will be held **week of 31st May.**

Please don’t send questions about the role to this email address as it will not be monitored on a daily basis, questions should be sent to Leah Black, Craig Wilson or Helene Van Der Ploeg (email addresses below)

**Equal Opportunities Monitoring:**

WHALE Arts Agency is committed to recruiting high quality candidates whose skills and experience are most suited to the job regardless of sex, race, colour, ethnic or national origin, religion (or beliefs), marital status, sexual orientation (or perceived sexual orientation), disability, age or political affiliation. Please complete the Equal Opportunities form enclosed with the application pack. This information is for monitoring purposes only, will be treated as confidential and will not be used in the selection process.

**We are happy to answer any questions about this role, please contact:**

Leah Black, Chief Executive, WHALE Arts, leah@whalearts.co.uk

Craig Wilson, General Manager, Big Hearts, craig.wilson@bighearts.org.uk

Helene Van Der Ploeg, Business Manager, Space, Helene@spacescot.org