

## Place-based Coordinator Job Description

Inspiring Scotland is looking for an individual with strong relationship building, facilitation and project management skills to join our Link Up team. Supporting our place-focused work, you will believe in the need for social change and understand and be committed to the role grassroots community development can play in delivering this.

At a time of change for the Link Up Programme<sup>1</sup>, this role will be primarily focused on our 'place-based' projects but will also support our wider evaluation, learning and influencing work.

### Role

<b>Job Title</b>	Place-based Coordinator
<b>Reports to</b>	Link Up Programme Manager
<b>Fund</b>	Link Up
<b>Location</b>	Your main place of work will be Inspiring Scotland's office in Edinburgh (14 New Mart Road, Edinburgh EH14 1RL); however, you will be expected to spend 1-3 days per week at Link Up projects and other external meetings. And for Inspiring Scotland, flexible working is the norm, and is more than just working from home. As an award-winning family friendly and flexible employer, we aim to promote a good work home life balance for all employees. All our employees have the right to flexible working from day 1.
<b>Contracted Hours</b>	Part-time (21 hours), contracted until 31 March 2024, with opportunities beyond this subject to funding.
<b>Salary and benefits</b>	<p>£38,000 per annum but pro-rated to 0.6 FTE</p> <p>9.25% employer pension contribution</p> <p>Pro-rated based on 29 days annual leave plus 8 public holidays</p> <p>4 x salary Death in Service cover</p> <p>Full private medical insurance with option to include family members.</p> <p>We offer a positive and supportive work environment alongside regular training and development opportunities.</p> <p>We have an active wellbeing programme led by the staff team as well as a calendar of social events and team building days.</p>

<sup>1</sup> The Link Up programme changed in 2022-23 with a split in the portfolio of eight projects. Five of the existing projects (Gorbals, Possilpark, Leith, Whitfield & Craigmillar) transferred into the ownership of our local host organisations. These 'Transition' projects will no longer receive support from Inspiring Scotland.

Our three remaining projects (Saltcoats, Muirhouse & Gallatown) will become our 'Place-based' projects with Inspiring Scotland taking a direct role in enabling the delivery of the place-focused ambitions of each community.

## Place-based Coordinator Role Purpose

To work with local people, Link Up teams, host organisations and partners to establish the conditions (culture, systems, processes, practices, governance, funding) which enable a sustained turnaround in the fortunes of each place and ultimately, help to create a regenerative community: local people and organisations working in harmony and integrated within wider systems of support and opportunity to create a place where all can thrive.

## Responsibilities & Key Tasks

- Strengthen place-based working in each locality by initiating and supporting one or more of the following:
  - Re-energising/strengthening existing and/or forming new local governance arrangements and networking.
  - Place-based Visioning and Planning e.g. from local community action planning to Place Plans to building a 20-30 year vision of what a thriving place might look like.
  - Supporting improved communications, giving local people a 'voice' and helping to catalyse engagement in community life plus individual and collective action.
  - Building local capabilities and capacity to engage/support: local governance arrangements and community planning; co-design and co-production processes; community wealth building; improve understanding of equalities, human rights, climate change; and leadership development.
  - Enhancing local systems of support (around specific issues or the needs of a particular group) by engaging local people and partners and convening them to explore, understand and develop more effective responses.
  - Facilitating local action (including collaborative approaches between local action groups and council teams) to improve a place through for example, place-focused regeneration, environmental enhancements, enhanced food systems, active travel, promotion of enterprise.
  - Supporting the development and implementation of sustainable long-term funding strategies, including the exploration of new funding models for local projects.
- Fully utilise Inspiring Scotland's unique tools and expertise, including our Specialist Volunteer Network, to continuously improve our work and those we work with, building capabilities and capacity to sustain change for the long term.
- Communicate both internally and externally with a wide range of people and organisations, establishing excellent working relationships with key contacts at all levels to promote understanding of our work and maximise its impact, reach and income-generating potential.
- Contribute to the continuous development and use of the Link Up Evaluation and Learning Framework including, the capture, analysis and reporting on key programme impacts and learning. This specifically includes support for key Scottish Government and local public sector learning initiatives.
- Develop and implement communications, marketing and influencing activity (e.g. social media, preparation of blogs, articles, thought pieces and presentations) to raise awareness of our work and promote its wider adoption. This includes working collaboratively with appropriate peer organisations.
- Support fundraising activity including the development and management of relationships with potential investors and the completion of funding bids.

- Ensure all internal and external performance management, control and reporting requirements - including procedures for budgeting, investment draw-down and disbursement - are diligently and consistently followed.
- With support, take responsibility for your own continuing professional development. This specifically includes keeping abreast of new and emerging policy as well as innovative thinking and approaches to enhance the quality of our work and those we work with.

### Key Competencies

In keeping with Inspiring Scotland's mission, vision and values, the following competencies are critical to the place-based coordinator role.

**Communication skills** - A communicator who is confident engaging people at all levels. Able to be an ambassador for Inspiring Scotland; gaining respect, inspiring confidence and having credibility with all stakeholders: local people, workers, hosts, government, public sector leaders, investors and colleagues. A confident presenter able to command an audience will be a key attribute.

**Facilitation skills** – critical to their role in supporting local delivery efforts and leading effective partnership working, the coordinator will be an accomplished facilitator with a strong balance of diplomatic skills and an ability to challenge with courage and honesty. An ability to sensitively hold opposing views in tension will be essential.

**Interpersonal sensitivity and emotional intelligence** - Linking to the previous competencies, the coordinator must be able to engage effectively with a range of stakeholders using high levels of interpersonal sensitivity and emotional intelligence. Within this, an ability to apply sound judgement will be important. An inquisitive approach to people and issues will be helpful, where seeking to understand will be a key requisite

**Drive for results** - A focused, motivated approach to delivering the coordinator role and its wider responsibilities will be essential. An ability to work on one's own initiative will be important as will a "self-starter" approach. Being able to engage, inspire and motivate others to deliver results will be an essential attribute as will the ability to work with ambiguity and identify pragmatic and often innovative solutions to issues. The adoption of a learning culture and approach will be central to this.

**Analytical skills** – Our evaluation processes tell us what impact we are making. However, an ability to analyse, investigate and interpret how that impact has been achieved is fundamental to this role; improving our own and other's practice (i.e. what works and what doesn't work) and driving increased social impact. This includes an ability to contextualise any conclusions in terms of their relevance to policy development, systems thinking and service design.

**Planning and prioritising** - The role requires a high degree of planning and prioritising due to its remote local-facing responsibilities coupled with office-based responsibilities. An ability to plan personal workload, identify priorities and manage one's own time is key to this role. Personal effectiveness will be an important attribute and key to maintaining the faith and confidence of local stakeholders.

### Experience & Knowledge / Essential

- Qualified to degree level (SCQF Level 8) or equivalent relevant professional qualification and experience.
- Facilitating groups drawn from a diverse range of stakeholders (community groups as well as public, third and private sector bodies) to explore and collaborate to co-produce solutions to local issues.
- Building and maintaining effective partnership arrangements with public (local authority, HSCP, NHS) and third sector bodies as well as community groups.
- Project design, development and management.

- Current and emerging policy and strategic thinking (especially Health, Social Policy, Public Sector Reform and Place-based working).
- Fund-raising including public contracts, trusts and foundations, private individuals, Scottish Government.
- Production of high-quality reports and papers for internal and external publication.
- Development and operation of evaluation and learning frameworks to support continuous improvement, reporting, fundraising and influencing wider change.

#### **Experience & Knowledge / Desirable**

- Influencing policy thinking and systems change at a national, regional and place level.
- Designing and delivering learning and development activity to affect change at multiple levels including place, organisation and community. This includes promoting learning by providing facilitation, advice and support using participatory, appreciative and action research approaches.
- Community development practices, including community engagement, community organising, capacity building, action research.
- Place-based thinking and approaches.
- Urban regeneration experience.
- A proven ability to quickly learn and apply new/evolving tools to support: the design and production of reports/papers (e.g. Canva); online and in-person group facilitation work (e.g. Miro, Mentimeter); and account management and reporting (specifically, Salesforce).