

Head of Network

Job description and person specification

Key details

Job Title	:	Head of Network
Reporting to	:	Director of Network & Events
Direct reports	:	Senior Network Officer
Status	:	Full time, permanent
Salary / Grade	:	£50,000 - £60,000 per annum / Head / Principal Officer
Location	:	New Local operates a 'work anywhere' policy and provides office workspace in the UK for those who require it. Applicants must have the right to work in the UK.

About New Local

“An ABSOLUTELY INCREDIBLE bunch of change-makers. New Local puts me and my team at the heart of an exciting movement that’s genuinely transforming our relationships with our communities”

Sandra Farquharson, Assistant Director, Royal Borough of Kingston upon Thames

“It’s rare to work for an organisation as committed and positive as this one. There’s an energy, focus and enthusiasm that runs through everything – from the core mission of community power down to their innovative events”

Simon Kaye, former team member, New Local

“We recruit nice people and encourage them to be friendly, caring colleagues and the senior management model this. Does this make us soft under performers? Absolutely not. Our membership, revenues and impact grow every year. That’s because what drives performance is not whip-cracking managers but clarity of vision, a sense of shared mission and skilled, motivated people.”

Adam Lent, Chief Executive, New Local ([view the Twitter thread](#))

Our network of councils – local authorities from across Britain – are some of the most articulate, innovative and imaginative and you’ll ever meet. They’re itching to change the way they do things and look to us for the research, resources and connections they need to transform.

Over the last two years our network has almost doubled in size as appetite has grown for our core mission: [places powered by communities](#). We’re eager to grow more, but never sacrificing the quality of our current relationships and depth of their impact.

You and your role

As our new Head of Network, you'll lead on increasing the engagement of our existing members as well as bringing new councils on board. You'll also deliver our popular peer-led programmes of sessions, not only fronting many of them personally but also helping with the nitty-gritty of organising them.

You'll already be an expert on the behind-the-scenes administration that enables networks like ours to thrive, and we'll expect you to use that expertise to improve our processes and systems.

A local government background is far from essential - as long as you have experience of networks like ours, we'll welcome the new ideas and fresh perspectives that you bring. You can learn about local government - and its unique power to shape our lives and places – on the job.

This role involves working closely with others from across our organisation – highly skilled people in our research, practice comms and operations teams. We value creativity, collaboration and self-determination above all else and are looking for someone who can help us foster those values as well as being a friendly, kind and supportive colleague.

Key tasks and responsibilities

- **Grow our network:** Draw in new members and make being part of our network so good it's impossible to leave.
- **Deepen engagement:** Strengthen relationships with (and between) every one of our local government members.
- **Map and measure participation:** Track our members' level of interaction, finding new ways to assess the value our members are getting from our network and act on the results.
- **Work with annual partners:** help these organisations engage with our current work and develop new opportunities to reach our network.
- **Communicate frequently:** Use compelling and frequent written communications to share the resources, sessions and opportunities we provide our members.
- **Take member sessions to a new level:** Keep us at the cutting edge of peer learning, both online and offline, by experimenting with new styles, formats and speakers. As well as designing our session programmes.
- **Lead and facilitate sessions:** Be a face of New Local sessions, coming alongside members, together tackling some of the biggest challenges they face.
- **Protect our data:** Take responsibility for looking after our network data.
- **Lead your team:** Coach, support and provide line management for your small, but brilliant, team.
- **Collaborate with colleagues:** Work closely with our research, practice and communications teams, ensuring our network is an asset to their work.
- **Muck in:** Work alongside the rest of your team (and the rest of the organisation!), sharing in event and member admin, never afraid of getting involved in even the most basic jobs.

Knowledge, skills and experience needed

- **Experienced membership professional**, with a deep understanding and demonstrable background in growing a network like ours, in whatever sector.
- **Great communicator**, with an ability to write compelling emails, pitch persuasively in-person and facilitate sessions with flair.
- **Data-lover**, who is not just an excellent record keeper, but someone who pushes data to spot gaps and opportunities for our organisation.
- **Articulate and knowledgeable connector**, with the understanding and confidence to build relationships and work in a highly networked way.
- **Innovative entrepreneur**, committed to evolving members' experience as well as our broader business development.
- **A champion for our mission**, bringing an understanding of community power and a commitment to its principles.
- **Supportive manager and coach**, with experience of building, motivating and managing high-performing teams.

Above all, a friendly and supportive colleague able to work in a highly creative and collaborative environment that encourages autonomy and excellence from all members of the team.

Other details

Diversity: New Local is committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation. We positively encourage everyone to apply. As such, New Local recruits, employs, trains, compensates and promotes regardless of age, disability, sex, gender, sexuality, race, national origin, marital status, parental status, religion or belief.

Leave and working hours: We operate a highly flexible policy on working hours and leave. New Local's team core working hours are 10am to 4pm but around this, staff are trusted to determine their own working hours and leave consummate with the fulfilment of their job goals to the highest level of excellence. To ensure well-being, New Local staff are expected to take a minimum of 27 days leave each year (pro rata for PT staff) and work no more than 35 hours a week. New Local employees also receive ten days leave over the Christmas and New Year period. We operate an unlimited leave policy meaning employees are free to take leave beyond their leave allocation as long as it does not interfere with their ability to do their job to the highest standards.

Location: Applications are welcome from candidates no matter where they live in the UK. We operate a 'work anywhere' policy meaning employees can choose to work at home or at any other location that enables them to do their job to the highest standards. New Local provides office space for those who wish to work in an office environment. We are currently meeting as a team in person once a month in central London and team members are expected to attend this. Travel expenses are covered for team members attending this meeting.

Flexible working: We are happy to discuss highly flexible working arrangements.

Well-being: New Local is extremely committed to staff well-being. Working long and late hours is actively discouraged and all staff at New Local are very strongly committed to

creating a pleasant, friendly and supportive environment in which to work. Employees complete a weekly anonymous well-being survey to allow monitoring of general well-being in the team.

Health scheme: Employees can join the New Local health insurance and employee assistance scheme. The subscription to the scheme is paid for by New Local.

Parental leave: We take an extremely flexible approach to parental leave (including shared parental leave) to allow new parents as much time as possible to fulfil their parental role. With regards to parental pay, we offer mothers or primary carers twenty-six weeks at full pay. Secondary carers receive four weeks at full pay.

Bonus, salary rises and promotions: New Local operates an annual bonus scheme based on financial performance at the end of the financial year. This bonus is shared equally between all team members. A cost-of-living rise to all salaries is applied each year based on inflation. We have an established process to consider all requests/recommendations for rises to salaries and promotions based on an annual appraisal. All bonuses and salary rises are awarded at the discretion of the New Local Board.

Pension: New Local will contribute 5% to the New Local group personal pension scheme. This benefit cannot be substituted for any other benefit. We operate a salary sacrifice scheme for pension contributions.

Probation and Notice: This role is subject to a six-month probationary period and a three-month notice period.

Data Protection: New Local will process and store and your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, for a period of up to six months after the closing date, after which it will be securely disposed. For more information, please refer to our Job Applicant Privacy Notice.

This job description is not exhaustive and is liable to review following discussion with the job holder. The post-holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with their job grade.

How to apply: please email to recruitment@newlocal.org.uk:

- **Your CV**
- A **cover letter** of no more than 500 words explaining what attracts you to the role and why you feel you would make a great Head of Network.
- A completed **Equal Opportunities Monitoring Form** (if you wish) - We collect this data as part of our diversity strategy. It helps us understand how we can improve equal opportunities for applicants and is not used for any other purpose. All forms are separated from applications, the information is confidential, anonymous and destroyed after six months, after which only aggregate data is kept.

If you require any help applying for this role or taking part in the recruitment process, then do not hesitate to contact Katy Evans, our Operations Manager, at recruitment@newlocal.org.uk

Recruitment timeline

Post advertised	Tuesday 31 st May 2022
Deadline for applications	Thursday 30 th June 2022 by 9am
Candidates contacted for interview by	Friday 8 th July 2022
One hour written exercise	Thursday 14 th July 2022
Interviews 1 st round, online	Monday 11 th July 2022
Interviews 2 nd round, online	Monday 18 th July 2022
Start date	To be agreed subject to circumstances / notice period

If you are unable to attend interview(s) on this / these date(s), please let us know when you apply.
