

<b>Vacancy:</b>	Senior Network Officer
<b>Organisation:</b>	New Local
<b>Contract:</b>	Full-time, permanent
<b>Salary:</b>	£40,000
<b>Location:</b>	New Local operates a 'work anywhere' policy but provides office space in the UK for those who require it. Applicants must have the right to work in the UK.

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This role would suit someone with a background in membership, events and project management with an enthusiasm for engagement.

### **The cause**

New Local is a think tank and network of councils and other organisations working to energise local government and improve public services. At the heart of our work is 'community power' - the belief that people should be given the means to transform the places where they live and the services they use. We believe this is key to sustainable, fairer public services and a better society for all.

We publish research on community power. We campaign for change. And we work directly with public and voluntary sector bodies to help them hand more power and resource over to communities.

### **The role**

In recent months, New Local's direct work with councils and other bodies to turn the principle of community power into reality has grown considerably. We have also grown our membership and expanded the range of sessions we offer to members.

The role will require someone with the ability to support the complex logistical and administration tasks associated with our programmes to ensure they are run efficiently and to the very highest standards.

Your job will include:

- **Event planning:** Excite and engage our network by meticulously designing and delivering the format, content and logistics of our events and online sessions to be of maximum impact and value to them.
- **Network building:** Share the magic of our network, generate interest in our events and encourage participation. You will recognise the power of our data to improve our offer to members as well as to build our communications.
- **Network management:** Nurturing positive relationships, building awareness and understanding of the needs of our network. You will help make sure that our CRM is in tiptop shape.
- **Staying fresh:** Keeping up to date with the latest developments affecting local government members, their efforts to transform public services and innovative approaches across the sector.
- **Production and delivery:** Be the on-the-day 'producer' for events and online sessions delivering a seamless experience ensuring our members have a smooth, enjoyable and interesting experience from start to finish.

- **Working with stakeholders:** Proactively and positively work with event stakeholders, including partners, sponsors, and other team members, before, during and after events/sessions to create a vibrant network of collaboration.
- **Developing ideas:** Along with the rest of the team you'll help identify new opportunities to increase participation, draw in new councils and expand our work.
- **And more...** As part of a small, friendly and informal organisation you'll participate in other activities including attending external events, writing blog posts, supporting the delivery of New Local's vision and ensuring that the organisation's profile and reputation are maintained and enhanced.

## The candidate

Our ideal candidate will be:

- **A warm connector**, with experience of building strong, supportive relationships inside and outside teams.
- **A natural collaborator**, with knowledge of the benefits of peer-learning and network building.
- **A developer and deliverer**, who has experience of seeing through ideas from conception to completion.
- **A systematic thinker**, who understands the importance of an organised approach and excellent record-keeping.
- **Enthusiastic for the potential of community power** with a demonstrable interest in inclusion, participatory engagement and/or local government.
- **Driven by achieving change**, both in terms of improving our own work and achieving New Local's broader political and societal goals.
- **Above all...** we're looking for someone with an excellent work ethic, full of curiosity and diligence. Someone who will be optimistic, supportive and fun to work with, and never be afraid to pitch in with the rest of the team.

## The organisation

New Local was founded in 1996. There is currently a team of 17 staff working on practice, research, communications, influencing and peer-learning with our network of over sixty councils and other partner organisations. New Local operates a 'work anywhere' policy but provides office space in the UK for those who require it. The Senior Network Officer role will sit in the Network and Events team but will work closely with other teams. The Senior Network Officer will report to the Head of Network.

We make every effort to live up to our four core values of being purposeful (i.e. focused on community power), adventurous, supportive towards colleagues and partners, and delivering excellence.

In addition to the advertised salary, we offer:

- A minimum of 27 days' holiday a year and ten days holiday over Christmas/New Year
- Flexible working arrangements
- Regular training opportunities
- A number of other benefits listed in the job description.

**Wellbeing:** New Local is very strongly committed to staff wellbeing. Working long and late hours is actively discouraged and all staff at New Local are committed to creating a pleasant, friendly and supportive environment in which to work.

**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. In order to monitor equal opportunities, we ask that the Equal Opportunities Monitoring Form below is completed (this is entirely at the applicant's discretion). The

collecting of this data is part of our diversity strategy, to understand how we can improve equal opportunities for external applicants to New Local. All information gathered for equal opportunities monitoring is anonymous and then destroyed after 6 months, after which only aggregate data will be held. Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

- Equal Opportunities Monitoring Form

## **How to apply**

Please email to [recruitment@newlocal.org.uk](mailto:recruitment@newlocal.org.uk) your:

- Cover letter of no more than 500 words (demonstrating, with examples, how you meet the criteria above, where you heard about this role) and explaining what attracts you to the role and why you feel you would make a great Senior Network Officer.
- CV
- Completed Equal Opportunities Monitoring Form (if you wish) N.B. all equal opportunities forms will be separated from the application.

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](mailto:recruitment@newlocal.org.uk).

## **Recruitment timeline**

Post advertised	Friday 17 November 2023
Deadline for applications	Monday 4 December 2023 by 5pm
Candidates contacted for interview by	Thursday 7 December 2023
Short written exercise	Monday 11 December 2023
Interviews 1 <sup>st</sup> round, via Zoom	Monday 11 December 2023
Interviews 2 <sup>nd</sup> round (if required)	Friday 15 December 2023
Start date	February 2024

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

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**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**.