

JOB DESCRIPTION

1. JOB DETAILS

Job Title	:	Senior Network Officer
Reporting to	:	Head of Network
Status	:	Full-time, permanent
Salary / Grade	:	£40,000
Location	:	New Local operates a 'work anywhere' policy but provides office workspace in the UK for those who require it. Applicants must have the right to work in the UK.

2. PURPOSE OF JOB

- To deliver creative, high quality, purposeful events and peer-learning sessions.
 - To manage some of the running of New Local's network of members.
 - To work with colleagues to explore, develop and implement new opportunities to offer to our network of members.
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3. KEY TASKS/RESPONSIBILITIES

- **Event planning:** Excite and engage our network by meticulously designing and delivering the format, content and logistics of our events to be of maximum impact and value to them.
- **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.
- **Network building:** Share the magic of our network, generate interest in our events and online sessions 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.
- **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, have the opportunity to write blog posts, and support the delivery of New Local's vision and ensuring that the organisation's profile and reputation are maintained and enhanced.
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4. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED *(E = Essential; D = Desirable)*

- **A warm connector**, with experience of building strong, supportive relationships inside and outside teams. (E)
 - **A natural collaborator**, with knowledge of the benefits of peer-learning and network building (E)
 - **A keen planner**, whose strategic understanding and attention-to-detail is proven to keep projects timely and impactful. (E)
 - **A developer and deliverer**, who has experience of seeing through ideas from conception to completion. (E)
 - **A systematic thinker**, who understands the importance of an organised approach and excellent record-keeping. (E)
 - **A good communicator**, with excellent written and verbal communication skills. (E)
 - **Someone with the ability to prioritise**, who is comfortable with an environment of autonomous working and competing demands. (E)
 - **An enthusiast for the potential of community power** with a demonstrable interest in inclusion, participatory engagement and/or local government (D)
 - **Someone driven by achieving change**, both in terms of improving our own work and achieving New Local's broader political and societal goals. (D)
 - **A flexible team player**, generous in offering expertise and keen to work adaptably and openly with other members of New Local's staff. (D)
 - **Above all...** we're looking for someone who will jump right in and be a great team member. Help us sustain a supportive and friendly space where everyone feels included and appreciated and where success is collective. (D)
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5. NATURE AND SCOPE

New Local is a think tank and network working to transform public services and empower communities. We publish research, lead peer learning, influence government and work directly with public sector organisations on some of today's most pressing issues - like housing, welfare and health - informed by our network of 60-plus local authorities.

At the heart of our work is 'community power' - the belief that people should be given the means to transform the places they live and the services they use. We believe this is key to shifting towards a system focused on prevention and creating more sustainable public services, which can lead to a better society for all.

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.

The job holder plays a major role in helping New Local by delivering high quality, purposeful events, peer learning sessions and assisting in the running of our network. They will report to the Head of Network and work within a small and tight-knit team and with colleagues across the organisation.

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 regularly 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 and more detailed quarterly 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.

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.

The attention of the job holder is drawn to the following:

1. All employees have a duty under the Health and Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues and all those engaged in New Local's business as well as any visitors to the office.
2. All employees have a duty to comply with the organisation's Equal Opportunities and Diversity Policy in their contacts with other staff, members and visitors.
3. All employees have a responsibility to ensure that their use of New Local's computer systems does not jeopardise the security, integrity or legality of that system. Users must:
 - maintain password confidentiality and not provide access to the system to those not employed by New Local or in any other way unauthorised;
 - not load any software onto the system themselves nor permit anyone other than New Local's IT support to load software onto the system;
 - not use any unlicensed software and report any suspected breaches of software licensing to New Local's Strategic Leadership Team;
 - take the same care with e-mails as with any other written communication from or on behalf of New Local; and
 - restrict their usage of the Internet to that allowed by New Local.

Signed by Job Holder..... Date.....

Signed by Manager..... Date.....
