



Job Description

Job title:	Networks Coordinator
Salary:	£20,000 - £24,000 pa (depending on experience)
Contract:	Permanent, full time
Start date:	Immediate

About the post:

NLGN is seeking a dynamic and organised person to join our Networks Team, working to expand our networks of councils, elected mayors, leading policy officers from local authorities and corporate partners.

We are looking for an efficient, self-motivated person with a strong interest in public policy to support the management of our networks, develop relationships with member organisations, organise policy events across the country and provide general administrative assistance.

The position would suit a graduate wanting to gain experience in policy in a varied role and is a great opportunity to liaise with influential figures in the world of politics, local government and private sector partnerships. The post will report to the Council Networks Manager and Corporate Networks Manager and is offered on a full time basis.

Principle responsibilities:

- Support the work of the Council Networks Manager in managing the Innovation Network, Mayoral Forum and Multi Area Agreement Forum on a day-to-day basis
- Support the work of the Corporate Networks Manager in managing the Corporate Partners network
- Networking and engaging with established partners and sponsors and supporting a policy of retention and expansion.
- Events organisation, from conception to implementation, specifically managing the programme of Regional Seminars under the direction of the Council Networks Manager and the Partner Briefings to the Corporate Networks Manager.

- Responsibility for the Knowledge Exchange front-line learning programme, with input from the Council Networks Manager
- To provide general administrative support for letter writing, mail-outs, arranging visits to councils, maintaining the diary of the Director and Deputy Director etc
- Maintain the ACT contacts database ensuring all information is current, relevant and accessible to others in NLGN
- Administrative support on other events and the Mayoral Forum as required
- Contribute to the general needs of NLGN as required (including event attendance as required)

Objectives

- To develop and maintain professional relationships
- To support the Networks Managers in growing the respective forums
- To organise events and seminars to facilitate network interaction
- To disseminate NLGNs policy work and broader thinking to our members

Person Specification

Essential:

- Self-motivated with strong time-management skills
- Well-organised, with the ability to work on a number of projects at once
- Good verbal and written communication skills
- A developed understanding of public policy and politics
- Good IT skills; experience of Microsoft Word and Excel
- Internet research skills

Desirable:

- Knowledge or experience of local government
- Understanding of broader political and policy context
- Database management skills (e.g. ACT! or similar)
- Sales or marketing experience

Terms & conditions

The post is 37.5 hours per week between the hours of 9.30am – 6.00pm, including one hour (unpaid) for lunch. Due to the nature of this post, you will sometimes be required to work outside these hours occasionally in the evenings, with due notice (care will be taken to provide notice, and support will be given, for example, in the case of childcare). Overtime is not paid, and we do not operate a time-off-in-lieu policy, however we do embrace flexible working practices and endeavour to accommodate requests for flexible working where possible.

Probation period

All appointments are subject to a three month probationary period.

Notice Period

You are required to give one month's notice in writing.

Annual Leave

Annual leave for full time staff is 25 days per annum. The annual leave year runs from 1st April – 31st March.