

**POP APPLICATION PACK**

**Contents:**

* **Information for Applicants**
* **Job Description**
* **Application Form**

**Information for Applicants**

**Contract type:** Permanent (subject to continued funding)

**Hours:** Part-time, 15 hours/2 days per week

**Salary:** £35,000 (£14,000 pro rata)

**Location:** Currently home-based with some office working and regular travel in and around Plymouth. Flexibility needed as some networks will include evening meetings.

Return the Application form **by email to** [**info@plymouthoctopus.org**](mailto:info@plymouthoctopus.org)

**Deadline for applications:** **Monday 31st January at 12pm**

NOTES TO ASSIST YOUR APPLICATION

1. Applicants are asked **not** to attach a CV to their submitted application form, or to enclose copies of references.
2. Applicants are specifically advised to refer to both the Job Description and the Person Specification when completing the application form below.
3. Please take this opportunity to give us as full a picture about yourself as possible. We are interested in anything you can bring to the job from your whole life experience, not solely from your paid employment history.
4. Thank you for the interest you have shown in this post.

**Recruitment process**

1. **Application.** Your opportunity to give information about your experience, education, contact details and any health condition or disability that affects the recruitment process.
2. **Shortlist.** We will remove the applications that most obviously do not meet the required skills and experience.
3. **Informal ‘hello’.** We will hold a very informal conversation by phone with those shortlisted. This is just to say hello and give you an opportunity to find out a bit more about POP and Positive People.
4. **Meet the team /1st Interview (online).** This is an opportunity to meet the team at POP. We will ask questions and you will take part in a group activity with us.
5. **2nd Interview**. Our CEO and a Trustee will ask you questions and you will need to prepare a short presentation to discuss.
6. **Appointment**. We will select the candidate we feel best fits the organisation and the skills we need.

**Job Description**

**Network Development Lead**

Contract type: Permanent (subject to continued funding)

Hours: 15 hours (2 days per week / flexible)

Salary: £35,000 (£14,000 pro rata)

Location: Currently home-based but will involve some office working and regular travel in Plymouth and Devon as needed

**Overall Purpose of Role**

POP is based on building relationships and networks between members of the Voluntary, Community and Social Enterprise sectors. This sets the foundation for successful collaboration, maximising our collective impact. The way we do this is via:

* **POP ideas capacity building**: POP ideas supports skills and knowledge development. Part of our support to member organisations is to connect them into networks, introduce them to other organisations be as well connected as we can achieve. For networks we support with diagnostic tools and workshops.
* **POP Bites**: come along and bring your own tasty morsels of ideas, knowledge and wisdom to share. We run this every 2 months for anyone to come and meet us, others, and generally join in.
* **POP Diverse Voices**: we believe our efforts can be best spent in amplifying the voices of those on the edge of society. Where needed, we therefore support organisations and people to connect to ensure these voices are heard.
* **POP Network admin grants**: we have £20k to make grants to more formal networks to connect, grow and act.
* **POP Network Facilitators Forum:** we support anyone who is invested in the networks and want to see them grow to come together to share news, hints and tips.

This role’s purpose is to facilitate the achievement of this. This is a new employed role, previously delivered as an externally sub-contracted role. Therefore, there are several existing pieces of work this role will lead on:

* Building Neighbourhood Networks
* Network Facilitators Forum
* Supporting other existing networks e.g. Children & Young People, Community Sports
* Supporting new networks to form

In order to achieve this, this role will need to carry out the work at two levels. Act as a network weaver across the POP membership, and support networks to do this within their own work.

1. Convene
2. Catalyse
3. Coordinate
4. Communicate
5. Develop

The role will also:

1. Play a full role in the wider POP team to ensure our work is the best it can be.

**Types of tasks that this could include:**

|  |  |
| --- | --- |
| 1 | * Help design and facilitate network meetings * Organise logistics, including meeting locations, catering, materials, reminders, etc. |
| 2 | * Support new networks to establish and existing networks to catalyse:   + New members to join networks   + Members to more deeply connect their organization with the work of network * Facilitate connections between POP members |
| 3 | * Coordinate POPs approach to network building & support   + Capture key takeaways and next steps from convenings   + Manage finances and budget allocated to this area of work   + Coordinate and join team meetings and calls   + Track project progress, outcomes, bottlenecks   + Stay aware of member projects and stewardship collaborations between participants   + Coordinate with other regional networks to identify points of intersection   + Maintain/support maintenance the technological infrastructure (Slack, Google Docs, Twilio) and keep them up to date. * Exchange learning with networks and support them to coordinate their work |
| 4 | * Communicate with and for POP members:   + Be a point of contact for POP internally and externally   + Connect with POP members to understand their work and how POP can support the them, linking with POP ideas as appropriate   + Keep network conversations vibrant and alive   + Reach out to drifting participants and find creative ways to re-engage them in the network * Support networks to communicate with and for their members |
| 5 | * Support and lead fundraising efforts with POP CEO * Work with POP ideas team to create a network capacity building offer |
| 6 | * Work with the CEO and POP trustee Board to develop the network support offer and POPs wider work. |

**Values based competencies – be able to illustrate these qualities from previous work and experience.**

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| --- | --- |
| **Value** | **Competency** |
| Trust & relationships | * Is able to build trust with others * Understand how trust is build and how it can be damaged * Can manage a range of different types of relationships |
| Collaboration and inclusion | * Is naturally collaborative, seeking advice and support from others * Is able to hear everyone’s perspective and viewpoint * Understands how personal perspectives can result in prejudice and how to work with this |
| Taking risks and innovating | * Is happy stepping into the ‘unknown’, not worried about uncertainty * Able to invent and create as appropriate with groups |
| Learning though doing | * Happy testing ‘incomplete’ approaches * Adaptable and flexible to change approaches based on feedback |

**Person Specification**

**Skills & attributes**

|  |  |
| --- | --- |
|  | **Essential/ Desirable** |
| Confidence and personal skills to meet people and communities at their pace and place, in terms of communities of interest, identity and geography. | **E** |
| Excellent facilitation and presentation skills. | **E** |
| Highly skilled in active listening. | **E** |
| Attention to detail, organised, good time management | **E** |
| Good verbal skills, on a personal and group level, including presentation skills. | **E** |
| Confident learning and using new software packages. | **E** |
| Knowledge and competence with standard IT packages like Office. | **E** |
| Confidence to operate with a range of professional agencies, in formal settings. | **E** |

**Experience**

|  |  |
| --- | --- |
| Demonstrable previous experience of creating and sustaining effective relationships and can articulate the approach to ‘relationship based work.’ | **E** |
| Producing well structured reports/documents to communicate with different audiences. | **E** |
| Community development experience in the charity or voluntary sector (social purpose). | **D** |
| Experience in producing a range of publicity materials | **D** |

**Knowledge**

|  |  |
| --- | --- |
| A working knowledge of network development theory | **E** |
| A working knowledge of customer relationship management systems | **D** |

**Application Form**

Post applied for: **Network Development Lead**

Return this form **by email –** [**info@plymouthoctopus.org**](mailto:info@plymouthoctopus.org)

**Deadline for applications:     Monday 31st January at 12pm**

**Please complete all sections of this form**

**Please confirm** **that you are available for 1st interview on Wednesday 2nd February (in the morning online) AND for 2nd interview on Monday 7th February (online / face to face TBC).**Please give any times when you **would not**be available on these days.

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| --- |
| Full Name:  Address:  Post code:  Email:  Telephone: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education and Training**(include any formal or non-formal training e.g. Training Courses, Evening classes, Workshops, etc...) | | | | |
| From | To | School / College / Institute / Training provider etc. | | Subject studied / Qualifications gained |
|  |  |  | |  |
| **Employment History** | | | | |
| **Current/last employer** | | | | |
| From | To | Name of Employer/Position Held/Key Duties | | Reason for leaving |
|  |  |  | |  |
| **Previous employment including voluntary work** | | | | |
| From | To | Name of Employer/Position Held/key duties | | Reason for leaving |
|  |  |  | |  |
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| **Interests and hobbies** |

**Supporting Your Application**

Your application form plays an essential part in our choosing the right person for this position. Your application is the only source of information that will inform the recruiting manager whether to short list you for an interview.   
   
In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills, personal attributes and, where appropriate, qualifications which form the selection criteria for this post.  Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations.  You may attach further sheets if necessary. It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.

|  |
| --- |
| **Personal Statement**  Please include no more than 2 additional pages |

|  |
| --- |
| **Health & Disability**  Please state if you have any health condition or a disability you feel we should know about that could affect the recruitment process. Please advise us of any equipment, special facilities or arrangements you may require. |

 

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| **Have you ever been convicted of a criminal offence?**    **YES/NO**    If **YES**, please give details of any criminal convictions (with dates) in the space below.    **Previous Convictions:** |
| Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies. |

|  |  |
| --- | --- |
| **Referees**  Please include your present employer (or most recent) and your previous employer. If you do not want your referees to be approached without your prior consent please delete as appropriate. | |
| **1**  **Name:**  **Position:**  **Address, Email and Phone details:**  Can we approach your current employer before interview?     Yes / No | **2**  **Name:**  **Position:**  **Address, Email and Phone details:**  Can we approach your current employer before interview?     Yes / No  **1** |

**The appointment will be subject to a satisfactory DBS check and references**

I hereby declare that the particulars I have given on this form are correct. Any falsification will give cause for dismissal.

**Signature:**

**Date:**