the POVERTY ALLIANCE

WORKING TOGETHER TO COMBAT POVERTY

Floor 3, 94 Bath Street
Glasgow
G2 6PH
0141 353 0440

Post	Communities and Networks Manager
Salary	£38,250 - £41,256 per annum plus 6% pension
Duration	Permanent
Hours	35 hours per week
Location	Glasgow, but home working until further notice
Line Manager	The Director
Line Reports	Senior Communities & Networks Officer Community Participation Officer

JOB PURPOSE

To lead the development, and oversee the implementation, of the Poverty Alliance's community engagement and network development activities. This will include leading the development of the Poverty Alliance's approaches to the direct participation of people with experience of poverty across our activities, projects, and programmes. The role will also manage the continued growth of our network of civil society organisations across Scotland, supporting their meaningful engagement in the development of the Alliance and our priorities.

JOB BACKGROUND

The Poverty Alliance is the national anti-poverty network in Scotland, with membership including representatives from the community and voluntary sectors, trade unions, faith groups, statutory bodies and others across civil society. Our members, the Scottish Government, local authorities and charitable trusts financially support us to carry out our work.

Established in 1992, the Poverty Alliance has a long track record in working with individuals and communities to take action to address poverty. We have sought to put participation, of both individuals experiencing poverty and organisations in our network, at the heart of our programme and project work. We have worked with people with lived experience of poverty through projects such as *Evidence, Participation, Change (EPIC)*, *Welfare Trackers*, and a range of participatory research projects. People with direct experience of poverty are also involved in our Community Activist Advisory Group, which contributes across a wide range of activities. More recently,

1

our *Get Heard Scotland* programme has played a crucial role in linking our community engagement, policy influence and research activities.

Alongside activities involving people with direct experience of poverty, we have sought to increasingly build our network of members. We have increased our membership over the last year by more than 50% to almost 400, the majority of whom are community and voluntary organisations. Members have become increasingly engaged in our policy and campaigns activity, through initiatives such as *Challenge Poverty Week* and campaigns such as *Everyone Aboard*. As we have strengthened our Policy and Campaigns team the opportunities for this kind of engagement will grow.

The Communities and Networks Manager role will help us to continue to grow and develop our network and to further deepen and enhance our practice in relation to participation. The role will play a key role in enabling the Poverty Alliance to develop activities that will help us engage across civil society in Scotland. The Communities and Networks Manager will work closely with teams across the Poverty Alliance to support the implementation of our approach to participation of both network members and people with experience of poverty.

The role will also be responsible for developing test and learn projects, and identifying funding to implement them, to help more effectively address key aspects of poverty in Scotland. The role will be responsible for the project management of key initiatives such as *Get Heard Scotland*. As part of the Poverty Alliance's senior management team the role will also contribute to systems and processes to monitor, evaluate and quality assure our work.

JOB DESCRIPTION

Key Responsibilities are:

1. **Implementation of relevant areas of the Poverty Alliance strategic plan including:**

   1.1. Supporting the development and implementation of projects and initiatives to allow for the participation of people with experience of poverty across a range of activities;

   1.2. Leading the ongoing development of the Poverty Alliance's membership network, and strengthening relationships across the network and civil society;

   1.3. To maintain relationships with key individuals, organisations and networks across civil society and the public sector, including Poverty Alliance members.

2. **People management**

3. **Monitoring, reporting & organisational management**

Detailed responsibilities:

1. **Implementation of relevant areas of the Poverty Alliance strategic plan including (75%):**

   1.1. Supporting the development and implementation of projects and initiatives to enable the participation of people with experience of poverty across a range of activities, including:

   - To oversee the development and delivery of a programme of work for the Poverty Alliance's participation and capacity building activity, including the continued development of our Community Activist Advisory Group.

   - To project manage key initiatives and projects including *Get Heard Scotland* and *End Poverty Edinburgh*

   - To develop new projects to support the Poverty Alliance's priorities related to participation.

   - To coordinate, in collaboration with colleagues, the effective involvement of people with experience of poverty across a range of Poverty Alliance activities (policy, campaigns, communications, research)

   - To contribute to the Poverty Alliance's strategic approach to the participation of people with experience of poverty in Scotland.

   1.2. Leading the ongoing development of the Poverty Alliance's membership network

   - To oversee the development and implementation of the Poverty Alliance's membership strategy

   - To lead on delivery of a programme of membership engagement, events, training and services to ensure the effective involvement of Poverty Alliance members in key activities.

   - To support activities to deliver the managed growth of the membership network, ensuring the network actively includes Scotland's diverse communities.

   - To develop project proposals to support the development and growth of the Poverty Alliance network.

   1.3. To maintain relationships with key individuals, organisations and networks across civil society and the public sector, including Poverty Alliance members, to ensure that our profile is maintained:

   - To establish and maintain strong relationships with key organisations and networks in the voluntary and community sectors across Scotland.

   - To maintain strong working relationships with key organisations and networks in the public sector, particularly local authorities and Health Boards, to support Poverty Alliance priorities on participation.

   - To develop and deliver a programme of awareness raising training on poverty directed at staff in the voluntary, public and private sectors.

2. People management (15%)

- Manage performance and development, through regular feedback, supervision, supporting learning and the performance development review process.

- To contribute to the recruitment and induction of new staff.

- To coordinate the Poverty Alliance's approach to volunteering

- Develop and maintain effective working relationships across the team, and organisation.

3. Monitoring, reporting & organisational management (5%)

- Analyse and evaluate performance, monitoring and reporting against objectives, outcomes and Objectives and Key Results (OKRs).

- To lead on the Poverty Alliance's approach on safeguarding policy and practice.

- To ensure that learning from the Poverty Alliance's participation activity is effectively captured and shared.

- To contribute to reporting to funders and to the monitoring of campaigns and policy budgets.

General

- To ensure compliance with the Poverty Alliance governance procedures, our values, policies and guidelines.

- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.

- To carry out other tasks and duties as required by the Communities and Networks Manager

PERSON SPECIFICATION

Essential Experience

- Significant experience in community development, supporting community action, community empowerment or community regeneration activity at both the local and national level.

- Experience of working alongside people with experience of poverty.

- Significant experience of developing relationships and networks to bring about social change at the local or national level.

- A proven track record of success in leading and managing a team of comparable size, to deliver high quality results to deadlines.
- Experience of contributing to the development, communication and implementation of business plans.
- Proven project planning, development and management experience to control effective use of resources.
- Demonstrable experience of applying effective problem-solving techniques when the situation demands.
- Experience of financial and budgetary management.

Essential Knowledge and skills

- Excellent understanding of current community development and related policy and practice (community regeneration, participation, democratic renewal, etc) and its application in Scotland.
- Excellent understanding of the range and diversity of Scottish civil society, in particular of grassroots community organisations
- Good understanding of relevant anti-poverty and social justice policy at local and national levels in Scotland.
- Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media and audiences.
- Good analytical problem-solving skills.
- The ability to manage change effectively.
- Demonstrable commitment to collaborative teamwork.
- Understanding of safeguarding policy and practice
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity.
- Excellent interpersonal skills, and able to influence/persuade a wide range of stakeholders.
- Excellent organisational and workload management skills.
- IT skills, in particular MS Teams, SharePoint, Zoom.

Desirable Criteria

- Educated to Degree level, or equivalent, in appropriate discipline
- Knowledge and experience of CRM systems such as Salesforce or similar