

**Job Title:** Community Engagement Coordinator (Community Endowment Fund)

**Reports to:** Chief Executive

**Salary:** £31,500 (FTE)

**Hours:** 28 hours per week (though we would consider an exceptional candidate working as a freelancer)

**Holiday:** 25 days (FTE) plus bank holidays

**Location:** London, working from home and in-borough

**Contract type:** 9 months initial contract

**Application deadline:** 23 May

**Interview dates:** W/c 26-28 May

**Start date:** ASAP

**Application form:** <https://forms.gle/hZDtjqgT6tVWGqWL8>

## About BD Giving and the Community Endowment Fund

Barking and Dagenham Giving (BD Giving) is a local grant-making organisation with a simple belief – that those who are impacted by decisions should be involved in making those decisions. We are part of a collective of social infrastructure organisations in Barking and Dagenham which has set in motion an intentional rebuilding of collaboration and partnership towards a more equitable model of resourcing and decision-making.

Through our grant-making, over the last year, we have distributed more than £200,000 worth of funding locally, with two thirds of that being decided on by members of the community who worked together through the pandemic to allocate resources where they saw the greatest need.

In December 2020, the council agreed to transfer parts of the Neighbourhood Community Infrastructure Levy (NCIL) – a tax aimed at delivering the infrastructure needed to support new developments in an area – to BD Giving, in order to set up a Community Endowment Fund.

This landmark decision was for an initial capital investment of £650,000, with a strong commitment to add to the fund as more NCIL is collected over time. Underpinning this fund are three core values:

- **Sustainability**  
The money should be invested in a way that secures funding in perpetuity without causing negative social or environmental impact on today's and future generations.
- **Inclusive stake**  
Barking and Dagenham's community as a whole owns a 'stake' or interest in the fund, which should act as a fundamental force for convergence and cohesion.

- **Governance**

The fund offers a new potential for democratic involvement so the process should ensure that there is ample opportunity for the local community to shape it and make decisions.

We believe that this Endowment Fund is the first of its kind in the UK and, as such, represents an exciting opportunity for the people of this borough.

To make this a reality, we are looking to recruit an exceptional candidate who will work closely with BD Giving's Chief Executive and Learning and Participation Manager, as well as our social infrastructure partners to shape community engagement with the Endowment Fund and ensure it supports our shared vision for the borough.

## **Role Summary**

The Community Engagement Coordinator role has been created to support the local community to develop a community led, participatory investment policy for the Community Endowment.

The Community Endowment Fund represents a chance for the community to build local power and wealth. We're therefore looking for someone who shares our value of supporting community participation not as a 'nice-to-have', but as the most important way in which meaningful, lasting system change can occur.

The post-holder will deliver creative and engaging local outreach and get a diverse and representative group of the Barking and Dagenham community involved, aiming for the highest level of participation possible. Working with the community and the charity's Board of Trustees, they will design and deliver this participation process to put in place the fund's investment policy, i.e. how the money should be invested, and the mechanism by which the policy will be implemented and monitored in order to ensure that the fund meets its ambitions and values.

The role will be responsible for ensuring that the Community Endowment Fund meets its timetable for the next nine months. The successful candidate will be tasked with delivering a structure and process that enables decision-making in accordance with the charity's mission and ambitious governance structure.

Given the length of this project, it is vital that the successful candidate is able to quickly familiarise themselves with the local landscape of the borough. An existing local connection would be a benefit though not essential as we have a network that the coordinator can use.

## **Main Responsibilities of the Role**

- To establish a Community Advisory Board which will be involved in making decisions and monitor the implementation of the fund's investment policy – including developing a process for their recruitment, training and support.
- To work with the Learning & Participation Manager and use participatory methodology to involve the community in decision-making and champion this way of working across Barking and Dagenham.
- To ensure these processes deliver an investment policy for the Community Endowment Fund, by the end of the 9 month contract.

- To lead on the development and promotion of accessible educational content on charitable investments, risk management, impact investment, due diligence, etc. aimed at the general public.
- To conceive, design and implement the work needed to deliver this project independently or with minimum supervision.
- To develop and maintain excellent relationships with stakeholders at all levels, both within and outside the borough.
- To communicate and promote the fund externally.
- To record, monitor and evaluate community engagement in the fund throughout this stage of the process and identify where this needs to be improved upon.

*This is an outline of the job as it is presently constituted and is not inclusive of every aspect of what is necessarily an adaptive role.*

## **Person Specification**

### *Essential*

- A strong track record of successful project delivery involving community engagement.
- Strong and demonstrable facilitation skills.
- Strong communication skills (email, social media, blogs).
- Good computer skills, and a general aptitude for learning new software.
- Knowledge and/or experience of participatory methodology, e.g. around grant-making.
- Ability to manage a budget.
- To be comfortable with the unknown, embrace disagreement as an opportunity to develop shared vision and be transparent and reflective about their own thoughts and opinions.

### *Desirable*

- A local connection with the borough.
- An understanding of Barking and Dagenham, particularly the social sector.
- Lived experience of the sort of issues the community faces (poverty, homelessness, mental health, dependency issues – to name a few).

- Some understanding of financial investment (i.e. know what an investment is and how its value can change).
- Experience using Monday.com (or similar project management software) and G Suite.

## **Additional Information**

### *Out of hours working and travel*

While usual working hours are Monday-Friday, 9.00 – 17.00, a flexible and adaptable approach is needed as the nature of community-based work means that there may be calls, meetings, or work to be done out of these hours.

**Apply: <https://forms.gle/hZDtjqqT6tVWGqWL8>**