

HEAD OF PLACE

JOB DESCRIPTION AND TERMS AND CONDITIONS

Contract type	Permanent
Hours	35 hours per week, 9:30am-5pm but flexibility is required. NOTE: BD Giving is currently undergoing a four-day workweek pilot
Location	Barking and Dagenham Giving office, Makelt Barking, 15 Linton Road, IG11 8FG
Salary	£42,000-£55,000 per annum, depending on experience
Annual leave	25 days p.a. plus public holidays and a business closure over Christmas
Probation period	Three months
Reports to	Chief Executive Officer

Welcome

If you're reading this, I'd like to thank you for your interest in Barking and Dagenham Giving's (BD Giving) new Head of Place role. We are a small, creative and highly passionate team with the ambition to revolutionise the way local businesses and organisations are funded. We want to see a world where communities are empowered to identify and prioritise the issues that matter most to them and have the agency to channel resources toward meaningful change.

This means a supportive and collaborative environment, where residents, businesses and local institutions work closely together to improve neighbourhoods. Places where people have the agency and resources to make decisions on hyperlocal, i.e. streetwise, and neighbourhood-wise matters, as well as opportunities to influence larger developments and investments in their borough.

This is a vision of a place that upholds strong democratic values, with antiracism and the need for a transition to a regenerative future at its core. By this we mean that the way resources are accessed and distributed is equitable and seeks to advance social and environmental justice at all times, addressing both the legacy of colonialism and the need for a rebalanced relationship with Nature.

In the next three years, our goal is to move towards this vision by developing and growing an ecosystem of resources that is shaped and driven by the community in Barking and Dagenham (read here [BD Giving's 2023-2026 Strategy](#)).

Central to this is our relationship with local residents. Our close ties with *Reside*, Barking and Dagenham Council's housing company mean that we have the opportunity to extend our participatory ethos to thousands of residents and put them front and centre when it comes to shaping the place they live and work in.

If you are passionate about driving community participation, fostering collaboration, and empowering local residents to shape their own futures, we invite you to apply for the role of Head of Place at BD Giving.

Join us on this exciting journey as we continue to positively impact the lives of individuals and communities in Barking and Dagenham.

About BD Giving

BD Giving works to support and uplift the people, businesses and organisations that make Barking and Dagenham a better place for all.

Our founding in 2020 followed several years of development with social sector leaders and was directly inspired by the community's response to the COVID-19 pandemic. Our goal is to foster a culture of active community participation and empower people to play a leading role in shaping their neighbourhood.

In our approach to funding, we aim to challenge the accepted wisdom that sees power and money sitting together and break down hierarchies to foster agency, opportunities, and trust within our community. In short, we believe that the people affected by funding decisions should be the ones making those decisions.

To date, we have distributed hundreds of thousands of pounds using participatory grant-making approaches and designed the first community-led investment fund in England.

Our core values

Collaboration: Collaboration is about working together towards a common goal, leveraging diverse perspectives and strengths to achieve something greater than what any individual could achieve alone. Collaboration values participation, open communication, active listening, mutual respect, and a willingness to compromise in pursuit of a shared vision.

Inclusion: Inclusion is about creating a sense of belonging and equity for all individuals, regardless of their background, culture, or identity. Inclusion values diversity, recognises and respects differences, and creates an environment where everyone feels valued, heard, and supported.

Learning: Learning is about the willingness and ability to continuously grow, evolve, and improve in response to changing circumstances. Learning values curiosity, flexibility, and a growth mindset, recognising that there is always more to learn and new ways to approach challenges.

Purpose of the job

We are seeking a visionary leader to join us as *Head of Place*. In this new role for BD Giving, you will spearhead the development and delivery of our strategic aims for Place, and work with partners and local stakeholders to oversee the deployment of £500,000+ of our Endowment Fund into community assets.

We are looking for someone with a strong foundation in systemic methods for advancing social change and the ability to work collaboratively with diverse stakeholders. Someone who is passionate about elevating the voice of communities in decisions that shape their neighbourhoods, ranging from town centre redesigns to service commissioning, to community assets.

The Head of Place will establish solid connections with Barking and Dagenham Council's Inclusive Growth team, the housing company Reside, and the construction company Be First. Identifying opportunities for BD Giving to enhance existing services will be a crucial aspect of this role.

BD Giving is proud to be an inclusive organisation, and as the Head of Place, you will champion a culture that fosters the growth and well-being of residents and colleagues alike. By ensuring communities shape every aspect of your work, you will enable them to become agents of change in their neighbourhood, through their voices, experiences, and actions.

Job Description

Key functions of the role

- Support the expansion of the borough's social infrastructure to create an environment where communities are empowered to work together to strengthen their neighbourhoods.
- Use our financial instruments, including grants and investments, to help develop community spaces tailored to meet the needs of our residents.
- Use our influence as a shareholder in Reside, the Council's housing company, to advocate for policies and practices that prioritise residents' voices and their active involvement in unlocking town centre buildings for community spaces.
- Work with colleagues to communicate our ideas and experiences in our work, driving the social impact of BD Giving and influencing others

Duties and responsibilities

This is a new role, and the precise duties will be developed in partnership with colleagues. It is likely they will include the following:

- Develop and convene local partnerships to help create a more affordable and sustainable town centre.
- Lead the development and delivery of a community asset investment fund, to purchase or refurbish community spaces using our endowment fund.
- Identify opportunities for additional investments and work closely with our Head of Fundraising and Partnerships to foster collaborations and secure the necessary resources for these initiatives.
- Enhance the visibility of BD Giving and advocate for its interests among a diverse range of external stakeholders.
- Collaborate with Reside staff guiding them on effective tenant and leaseholder participation in the local neighbourhood.
- Take overall responsibility for managing participation budgets if/when they arise, ensuring effective business planning.
- Formulate a communication plan and supervise all communications related to Place.
- Take part in and coordinate the board's Reside Subcommittee meetings, including circulating necessary papers in advance and providing regular reports to the board.

General

- Ensure all activities uphold our integrity and core values.
- As required, represent BD Giving by attending relevant events.
- Attend Staff Meetings and Board Meetings fully prepared.

- Undertake any financial duties required, including producing budgets for projects and core costs, and making payments up to delegate authority levels.
- Implement and ensure best practices in BD Giving's Policies and Procedures.
- Work to ensure that BD Giving meets all its regulatory requirements.
- Fulfil other duties as directed by the CEO which are appropriate to the role.

Additional responsibilities

This post currently has no line management responsibilities but may be required to support and guide the work of new members of staff.

Person Specification

Experience	Essential (E) / Desirable (D)
Extensive experience in implementing interventions aimed at enhancing local environments and systems. This may involve assisting smaller organisations in generating a positive economic influence within a specific area or engaging in more strategic initiatives to enhance systems and the broader ecosystem, thereby fostering opportunities and driving change	E
Proven track record of effectively employing learning, coaching, and facilitation tools to drive meaningful change	E
A clear history of establishing and nurturing successful partnerships, preferably in dynamic and evolving environments	E
Experience in stakeholder engagement, collaborating with community members, local organisations, businesses, government agencies, and other stakeholders to ensure that initiatives are inclusive and reflect the needs and desires of the community.	D
We are particularly interested in candidates from BAME backgrounds who have lived experiences of underinvestment in the social fabric of local neighbourhoods	D
Experience in growing new areas of work	D
Experience in managing board committees	D
Knowledge, Skills and Aptitudes	Essential (E) / Desirable (D)
Knowledge of or connection to Barking and Dagenham	E
Ability to develop strategies with robust delivery plans, and prioritise and managing workload effectively, i.e. identifying quick wins whilst working towards longer-term goals	E
Ability to manage and get the best from partners who work for different organisations	E

Ability to clearly articulate (written and verbal) ideas, principles and complex work to a wide range of stakeholders	E
Proficient in adapting to changing situations, a creative problem solver with the ability to think innovatively to advance projects	E
A people-person with a positive attitude who conducts themselves professionally, confidently with an ability to listen and negotiate	E
A self-starter who can work independently likes to take initiative and is flexible and quick-thinking/able to seize opportunities	E
An established network of practitioners on this agenda	D
Ability to use creative and innovative methods to engage communities, harnessing new technology and community development approaches	D
Knowledge of innovative community-led models of property ownership or participation, such as community land trusts, community asset transfers, and community shares	D
Qualifications	Essential (E) / Desirable (D)
There are no specific requirements for this role, and we prefer to assess skills based on demonstrated experiences	

In addition, the ideal candidate will have

Values and Competencies

- Committed to BD Giving’s mission and values as well as diversity, equity and inclusion.
- High level of personal accountability.
- Confidence and adaptability to deal with people at all levels of the business.
- Commitment to excellence and continuous improvement for yourself and the wider team.
- Readiness and ability to work outside normal business hours as and when required

Benefits

We value collaboration and inclusivity, and we put learning at the heart of everything we do. If that’s a culture you can get behind, then you’ll also benefit from:

- Ethical Pension contributions
- 25 days annual leave + Bank Holidays and Christmas closure
- 3 days of volunteering leave
- Opportunities for formal and informal training

- Opportunities to collaborate with colleagues in other local organisations, including the council and community groups
- Flexible working (3 days in the office, 2 days from home) and the chance to be part of a four-day workweek pilot
- Cycle to work scheme
- IT equipment provided

How to apply

Like the sound of the role but not sure if you have the right experience? We're always happy to have an informal chat. Please contact us at hello@bdgiving.org.uk and we'll arrange a phone conversation with you.

Once you're ready to apply please send your **CV and a cover letter** of no more than one A4 side using the person's specification as a guide to outlining how your experience relates to the role and why you want to work for BD Giving in PDF format to hello@bdgiving.org.uk, with "Head of Place Application" in the subject of the email.

If you are invited to interview, you must provide documentary evidence of your right to work in the United Kingdom. We are currently unable to accept applications from candidates who do not have the right to work in the United Kingdom.

Closing Date: 1 October 2023 - Interviews to be held on the week commencing 2 October 2023

At BD Giving, we believe that a diverse workforce leads to more innovation, more creativity and better results.

We want our workforce to represent the diversity of the people and communities we work with. We also want our workplace to be one where different experiences, expertise and perspectives are valued and everyone is encouraged to grow and develop.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to be successful.