

October 2023

Dear Applicant

LocalMotion Middlesbrough Programme Co-ordinator

Thank you for your interest in the post of Programme Co-ordinator that MVDA is hosting on behalf of LocalMotion Middlesbrough.

Please find enclosed the following:

- Job description
- Person specification
- Background information (including details of salaries)
- Principal terms and conditions of employment
- Privacy statement
- Application form

The deadline for receipt of applications for the post is **5pm on Monday 23 October 2023**. Applications that arrive after this time will not be considered. Application can be made by post or e-mail to MVDA's offices. An electronic copy of the application pack can be downloaded from www.mvda.info

Should you require any reasonable adjustments at any point during this recruitment process, please contact Sue Naylor on 01642 249300.

The date for interviews is expected to be held during week commencing 6 November – see the background information. We regret that we are unable either to acknowledge receipt of applications or to notify candidates who are not shortlisted for interview. If you have not heard anything by 31 October, please assume that your application has not been successful.

Shortlisting will be undertaken against the criteria indicated on the **Person Specification**. To give yourself the best chance of an interview, you should describe clearly on the application form how you meet each of the criteria.

Please note that we will only consider applications on the standard form: **we do not accept CVs**. This is to ensure that we have comparable information for all candidates. To further ensure a fair process, the front

two pages of the form will be detached and stored separately, so the shortlisting panel will not have access to this information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Davis'.

Mark Davis
Chief Executive

LocalMotion Middlesbrough Programme Co-ordinator

Purpose: To co-ordinate, support and develop LocalMotion Middlesbrough.

Line manager: CEO, MVDA

Accountable to: LocalMotion Middlesbrough Core Group

Responsible for: Any staff, volunteers or others appointed to support the work of LocalMotion Middlesbrough as required

Main duties

Programme governance, development and oversight

1. Enabling and supporting the Core Group to achieve the vision of LocalMotion Middlesbrough, recognising its role and responsibilities as the governing body for programme.
2. Build the capacity of the Core Group by supporting them to identify their development needs and providing support for new members to contribute to the work of the partnership.
3. Take a lead in ensuring progress is made on key priorities and programmes of work as agreed by the Core Group.
4. Lead on measuring and communicating progress, ensuring appropriate systems and processes are in place.
5. Co-ordinate the production of our proposal for future priorities, informed by community and stakeholder engagement and as agreed with the Core Group.

Communications, stakeholder engagement and liaison

6. Raise the profile of LocalMotion Middlesbrough by developing and implementing communication activities, in line with the national LocalMotion communications strategy.
7. Plan, organise and facilitate a wide-ranging programme of events to provide local communities, and other key stakeholders in Middlesbrough with opportunities to connect, develop and learn with each other.
8. Support the development of LocalMotion Middlesbrough's priorities by organising and/or facilitating connections to local networks, groups and forums.
9. Facilitate opportunities for members of the Core Group to connect with strategic stakeholders, organising meetings, providing briefings and undertaking follow-up work as required.
10. Ensure an appropriate programme of community and business engagement activities is planned and delivered, reflecting Middlesbrough's population.
11. Act as the central point of contact for LocalMotion Middlesbrough.

Insight, learning and impact

12. Influence and inform the work of LocalMotion and others in Middlesbrough, by capturing and sharing insights that inspires new ways of tackling the common social, economic and environmental issues that communities face.
13. Facilitate opportunities to connect and share learnings between people, communities, organisations and institutions.
14. Support work of the Core Group in challenging the way systems, power dynamics and hierarchies usually work.

General: applicable to all roles at MVDA

15. The post holder will be required to adhere to all legislation, policy, procedure and best practice to promote inclusivity and the appreciation of diversity.

- 16.** Participate and fully contribute to both MVDA's charitable purpose and the LocalMotion mission, effectively working with colleagues and that of LocalMotion.
- 17.** Undertake training in line with organisational requirements and development plans agreed with your line manager.
- 18.** Take responsibility for meeting all relevant targets and deadlines.
- 19.** Participate fully as a member of the staff team at MVDA and as part of the LocalMotion Co-ordinators group, attending meetings, sharing information and providing support in the event of staff absence or sickness.
- 20.** Produce information as required for publications and other communications channels including newsletter, ebulletin, social media and website.
- 21.** Contribute to organisational planning and policy.
- 22.** Be responsible for own administration.
- 23.** Carry out all work with reference to organisational procedures and values.

LocalMotion Middlesbrough Programme Co-ordinator

SELECTION CRITERIA	ASSESSMENT BY
Experience	
1. Experience of working in a field relevant to the ethos, aims and objectives of LocalMotion	Application
2. Experience of project development and management	Application/interview/ presentation
Knowledge and understanding	
3. Understanding the essential requirements for productive collaborative working	Application/interview/ presentation
4. An understanding of the social, economic and environmental issues that Middlesbrough's communities face	Application/interview/ presentation
Skills and abilities	
5. Ability to analyse complex documents and present information clearly and concisely	Application/interview/ presentation
6. Ability to organise and facilitate meetings and events, ensuring a positive experience for all stakeholders	Application/interview
7. Good interpersonal skills, with the ability to establish and maintain a wide range of professional relationships, including different communities	Application/interview
8. Strong organisational skills, with the ability to work under pressure, prioritise and meet deadlines	Application/interview/ presentation
9. Excellent IT skills	Application/interview
10. Excellent written and verbal communication skills	Application/interview/ presentation

Attitudes and other requirements

- | | | |
|-----|---|------------------------------------|
| 11. | Demonstrable commitment to a high standard of project delivery | Application/interview/presentation |
| 12. | An inclusive approach to the engagement and involvement of all Middlesbrough's communities in the work of LocalMotion Middlesbrough | Application/interview/presentation |
| 13. | A commitment to your own development and supporting the development of others | Application/interview |
| 14. | Ability to work flexibly, including some evening and weekend working | Application |
| 15. | Commitment to working in line with MVDA's and LocalMotion values | Application/Interview |

Principal terms and conditions of employment

Salary	<p>See background information to the post.</p> <p>Payment is monthly, in arrears, by bank credit transfer.</p> <p>Progression up the scale is by annual increment, payable on the 1st April, subject to the successful completion of six months in post and the availability of funding.</p>
Holidays	<p>28 days per year, rising to 29 after one year and 30 after two years, plus bank holidays.</p> <p>Holiday entitlement for part-time employees is pro rata.</p>
Hours	<p>Full-time hours are 35 per week (excluding lunch breaks). Actual hours worked are flexible, according to the requirements of the post. Some evening and weekend work is required, as indicated in details of particular posts.</p>
Probationary period	<p>All posts are subject to satisfactory completion of a 6 month probationary period, which may be extended by mutual agreement where appropriate.</p>
Location	<p>MVDA's offices are in central Middlesbrough.</p>
Pension	<p>Employees may join the Pensions Trust. MVDA will pay up to 6% employers contribution and will match the employee's contribution up to the maximum of 6%.</p>
Length of contract	<p>Continued employment in all posts at MVDA is subject to the availability of funding.</p>
Other benefits	<p>MVDA is a member of the national Ride2Work scheme, which enables tax-free loans for the purchase of cycles for employees wishing to travel to work by bike.</p>

Background information: LocalMotion Middlesbrough Programme Co-ordinator

1. About MVDA

1.1 Our vision and mission

Our vision is that Middlesbrough's communities are active, strong and engaged.

MVDA exists to support an effective, enterprising and inclusive voluntary and community sector that makes a difference to the lives of Middlesbrough people and to their communities.

1.2 Our services

In support of voluntary and community action, we:

- provide practical support for voluntary and community organisations (VCOs) includes help around set up, governance, funding and sustainability. We provide training, information and resources, and regular bulletins
- have recently launched the Volunteering Academy introducing a new person-centred approach to volunteering in Middlesbrough
- promote and support voluntary and community sector (VCS) influence in local planning activity, representing VCS interests at partnership meetings
- bring VCOs together at a range of themed forums and events and networking with others
- work to enable local people and communities more generally to influence the design and delivery of services intended to meet their needs
- also run projects to fill gaps in services and support the development of new initiatives.

1.3 Our values

Delivery of our mission is underpinned by a commitment to:

- social justice and prioritising work with the most economically, politically and socially disadvantaged communities

- the belief that strong communities are characterised by diversity and inclusion
- promoting awareness of the rights and needs of different groups of people on the basis that choice and opportunity should not be limited by age, belief, class, disability, gender identity, race, sex or sexual orientation
- collaborative and co-operative approaches to meeting the needs of Middlesbrough people
- the importance of independent challenge in formulating effective policy and planning and upholding the rights of people experiencing disadvantage and discrimination
- good stewardship of MVDA's resources and honesty and openness in our dealings with others.

1.4 Our strategy

We have identified four areas in which we expect to have an impact:

- i. Middlesbrough VCOs are in a stronger position to meet the needs of local people
- ii. Public policy and services better reflect community needs
- iii. More local people from all backgrounds are engaged in their communities
- iv. MVDA has the resources and capacity it needs to deliver on its strategic plan.

Each of our impact areas are supported by several outcomes, which provide the focus of our delivery work. We expect to undertake a strategic refresh of these long-term priority areas within the next 18 months.

2. About LocalMotion Middlesbrough

[LocalMotion](#) is building a social, economic and environmental justice movement in [Middlesbrough](#) and five other places across England and Wales. Our movement is about bringing people, organisations and institutions together so that Middlesbrough can benefit from joined-up thinking, pooled resources and long-term collaboration and planning with

the UK funding community. Our ultimate goal is to inspire new ways of tackling the significant and shared social, economic and environmental issues that communities face, so they can thrive and flourish.

Our focus in Middlesbrough is on growing stronger, inclusive communities, connection and opportunities. A core group of around 15 people have been working together to establish community priorities. For the last two years, we have focused on two themes: community wealth building and community wellbeing. We have just finalised our long-term plan, setting our or high-level roadmap for LocalMotion Middlesbrough for the next eight years (see appendix for a summary of our long-term plan).

LocalMotion was initiated by the CEOs of six funders who originally came together out of frustration that the current funding model was not working as well as it could for the communities, complex and intersecting issues, and people that the foundations were set up to support. Inspired by Living Cities and the Tamarack Institute, the funders wanted to change their own and others funding practice to create a model that would identify and support the untapped and under-resourced potential of people in local areas to influence what happens where they live. LocalMotion is now at the end of the initial two-year development period, with significant work to shape our longer-term plans, which are currently being considered by the funders.

The six founding funders of LocalMotion are:

- City Bridge Foundation
- Esmée Fairburn Foundation
- Lankelly Chase Foundation
- Lloyds Bank Foundation for England and Wales
- Paul Hamlyn Foundation
- The Tudor Trust.

3. The post of Programme Co-ordinator

The role of Programme Co-ordinator is to co-ordinate, support and develop LocalMotion Middlesbrough. The post holder will be employed by MVDA, joining our small team, whilst working exclusively on the LocalMotion Middlesbrough initiative. The post will be supported on a day-to-day basis by MVDA's CEO, who has been involved in supporting the work of LocalMotion Middlesbrough since the outset in early 2022. The focus of work will be shaped by the Core Group that currently meets monthly with additional activity through sub-groups and other activities between meetings.

The Programme Co-ordinator will both support members of the Core Group and undertake activities that will progress the objectives of LocalMotion Middlesbrough. This is a varied role that will include project management, partnership development and community engagement.

Salary and contract

The salary for this post is £31,895-£34,373 (pay award pending) plus up to 6% employer pension contribution, which is matched to the employee contribution and subject to any statutory minimum requirements as defined by law.

All posts at MVDA are subject to continued funding.

We welcome applications from individuals on a full-time basis, job share or secondment.

Disclosure and Barring Service check (DBS)

The post is not subject to clearance through a DBS check.

Interviews

We expect interviews to take place during the week commencing 6 November 2023 on a date to be agreed. Please advise us with your application if you are not available that week due other commitments, for example existing work or caring responsibilities.

To apply

The closing date for completed application forms is **5pm on Monday 23 October 2023**. It will not be possible to consider applications that arrive after this time.

Further information

If after reading the recruitment material, you would like to know more, contact Sue Naylor on 01642 249300 or sue.naylor@mvdauk.org.uk who will arrange a time for a telephone call with the CEO or a representative from the LocalMotion Middlesbrough Core Group.

Appendix 1: LocalMotion Middlesbrough Plan submission **summary**

Feelings and momentum

LocalMotion will pave the way for a thriving, growing and resourceful Middlesbrough; building on our strengths to create an equitable, fairer place created by our diverse communities for all our communities. We will build impetus to rebalance power within our place, bringing it closer to our communities, through communities empowered to affect change and ensuring everyone's voice is both heard and valued.

We recognise that the challenges of our place require systemic change underpinned by a sense of common purpose. Traditional hierarchical, competitive, and transactional ways of working have not achieved our aspirations. A lack of positively critical reflective practice to really define success has prevented an open dialogue about what has worked and not worked, stifling progress. These systemic changes can only come about through a more collaborative approach built on common purpose with progress at the speed of trust.

To achieve our dream for Middlesbrough we need to establish a stronger shared purpose; nurture relationships between all sectors and communities; recognise, acknowledge, celebrate, and invest in what is already working well; develop new and more truly collaborative ways of working; develop our people; redistribute and devolve power; and nurture a more inclusive economy.

And to ensure equality, diversity and inclusion is the 'golden thread' throughout our LocalMotion, we are developing guiding principles that will always apply to our systems change work.

Awareness and storytelling

Our stretch is to create a shared vision for our place that everyone from all sectors is behind. To achieve this we need to find, develop, and embed ways of working together to imagine and bring about transformation in the systems and structures in Middlesbrough to improve the lives of everyone here. We want to create a system that is driven by the communities it serves – redistributing power and ensuring the needs of all the community are aligned, with the flexibility to be brave and agile to respond to the voices of the community. To enable these changes, we aspire for our LocalMotion to do the vital work of making space for openness, trust, and shared vision to arise.

Our Core Group feels more inclusive, settled, and stable, whilst being comfortable to challenge, and be challenged. We've improved and streamlined our decision-making processes. We have stronger links with funders. Our connections with, and involvement from, Public Health is strengthening. We have a better understanding of the value statutory bodies can bring to our work.

Capacity has been a significant challenge for everyone involved with our LocalMotion. This has impacted on delivery of activity and, in some cases, created feelings of overwhelm. At times, it has felt challenging to maintain clarity about the initiative and

changes around processes. Because of capacity issues, time for reflection has also felt limited. Another challenge is maintaining and developing involvement from, for example, statutory bodies.

A particular success for us has been deepening relationships and building trust within the Core Group. We feel many of the right people are 'around the table', and we are growing in confidence through increased ownership and shared direction. We think our work around community engagement has been particularly successful.

By 2031 we will see a clear, proven improvement in people's lives, through a tangible plan; we will have established trust across all sections of Middlesbrough; we will have an established, inclusive approach.

Beyond 2031 we will have a shared vision for Middlesbrough led by innovation on root causes that creates a regenerative approach to leadership making Middlesbrough a beacon of innovation, fairness and vibrancy; we will have trust in communities and institutions that they can innovate and create together to 'solve' big structural issues like poverty, the economy, etc; we will lead on our own narrative: Middlesbrough is the leading light in creating a fairer and more equal political and economic system.

To achieve this we need funding and other support to do the real work of innovation and to strengthen our fragile ecosystem in Middlesbrough. We need to establish a clearer and more shared purpose; we need to be bold, courageous and brave together; we need to involve more people and organisations; we need to identify and learn from what already works; we need critical friends to provide support and challenge from outside our Core Group, and resources and support to 'hold the space' for capacity building. In terms of non-financial support and tapping into the expertise and support from funders, we need input on systems thinking, leadership capability building, and place-based change.

Decision-making

We have found decision-making to be particularly challenging as an area where our aspiration to do things differently came into contrast with traditional processes, such as procurement and accountability. The evolution of decision-making has been iterative, learning as the work has progressed. However, there remain tensions that impact on our decision-making. As we progress, we recognise that there will be a challenge between building momentum through engaging with more people and stakeholders and designing a decision-making process that is inclusive, where people feel they have a stake, but that is not burdensome, unresponsive to local needs, or bureaucratic. To help with this, we have established a set of broad milestones (three, nine, and fifteen year horizons), guiding principles, success criteria (from short term/within the Core Group, to long term/across Middlesbrough) and year one actions to achieve devolved decision-making power within LocalMotion Middlesbrough and more widely.

Collaboration and relationships

The main systems change mechanisms we are planning to use are

- **capacity building** – collaboration, supporting new ways of working, developing people, nurturing a more inclusive economy, building capacity and skills, investing in those we want to involve more.
- **convening** – nurturing relationships, establishing shared purpose, being bold, courageous, and brave together, ‘holding the space’.
- **devolving budgets** - to redistribute and devolve power.
- **learning** – to acknowledge what is working well and embed learning.

Our intention is to make more and better use of systems tools to continue to deepen our knowledge and understanding of the system(s) we are living and working in. We will use these new insights, alongside our existing insights, to inform how our investments around capacity building, convening, and devolved budgets are allocated, including being clear about which ‘leverage points’ they aim to target. We can clearly see how a combination of investment activities focused in this way, and informed by ongoing use of systems thinking tools, will give us our best chance of successfully changing the systems we are most concerned with over the next eight years, and the longer term.

Budget

We will weight the unrestricted aspect of the budget across the high-level areas of investment that will be needed, as follows:

- **Investment area 1: Capacity:** staffing costs, supporting organisations and people to take part, capacity for collaboration, co-design and co-production, investing in people.
- **Investment area 2: Convening:** all costs associated with nurturing relationships - ‘holding the space’ to establish shared purpose, be bold, courageous, and brave together.
- **Investment area 3: Devolved budget to address structural inequalities and support innovation:** with a particular emphasis on empowering communities who are marginalised and discriminated against.
- **Investment area 4: Learning:** resources to engage a local learning partner.

Our budget will need to adapt and flex in response to learning across the eight years. We will therefore use the budget in a way that reflects the dynamic and emergent nature of working in a systems and complexity informed way.

Privacy statement

Middlesbrough Voluntary Development Agency (MVDA) collects, processes and stores data which relates to its staff (current and former) as well as individuals applying for employment at MVDA. This often includes some types of personal data which are classed as “sensitive personal data”. This data may relate to issues such as age, gender identity, racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, trade union membership, physical or mental health or condition, sexual life and any alleged offences and/or criminal convictions. Some of this information is collected at the recruitment stage, separated and anonymised.

“Data Subjects” i.e. staff and individuals applying for employment at MVDA, will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information the Data Subject consents to MVDA collecting, processing and storing this information.

Appropriate security measures are or will be in place to ensure that all personal and sensitive personal data are held and processed confidentially. Personal data relating to staff and potential staff are processed (both manually and electronically) for various administrative, management and health and safety reasons, including but not limited to:

- Provision of payroll and pension administration.
- Occupational health.
- Personnel records including performance and absence reporting including medical information (where appropriate).
- Diversity monitoring.

MVDA handles personal data in compliance with the Data Protection Act 2018 and General Data Protection Regulation and recognises the importance of correct and lawful processing. MVDA is registered with the Information Commissioner’s Office (ICO).

The personal data you provide will only be used for official MVDA business. In some cases it may be necessary to transfer your personal data outside the UK; if this occurs MVDA will ensure that adequate safeguards are in place.

MVDA discloses staff information to a variety of third parties; these include but are not limited to:

- Employees of MVDA (on a 'need-to-know' basis in relation to job function).
- MVDA Directors (on a 'need-to-know' basis in relation to their function as Trustees of the charity).
- Agents of MVDA e.g. pensions administrator.
- Relevant UK government departments, e.g. HM Revenue and Customs.
- Law enforcement agencies.
- Relevant authorities dealing with emergency situations at MVDA.
- Any other authorised third party to whom MVDA has a legal/contractual obligation to share data with.

Disclosure of certain personal data may also be made to other entities not listed above. This will only ever be done in accordance with the Act. Your consent will be sought where necessary.

MVDA will retain your personal data as long as necessary for the purposes described above. After termination of your employment MVDA may still be required to hold your personal data for a period of time to satisfy statutory and legal obligations or for administrative purposes.

Unsuccessful candidates' data will be held for a minimum of six months following the date of the interview.

Your Rights under the Data Protection Act 2018

As a 'Data Subject' you have a number of rights under the Act. This includes the right to:

- Access the personal data MVDA holds about you.
- Have inaccurate data corrected.
- Prevent the processing of information which may cause you harm or distress.
- Prevent unsolicited marketing.
- Prevent automated decision-making.

For more information on your rights please visit the Information Commissioner's website: <https://ico.org.uk/>

Right to Access Personal Data

As a Data Subject you have a right to request a copy of the information MVDA holds about you. This is known as a 'Subject Access Request' (SAR). SARs should be made in writing, if possible, to the Chief Executive, MVDA, St Mary's Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW. There is usually no charge for this information. However, MVDA reserves the right to charge in accordance with the Act a reasonable fee to cover administration costs where the request is manifestly unfounded or excessive, particularly if it is repetitive.