



InCommon

Empower Programme Manager

Salary: £30,000-33,000, depending on experience

Contract: 32 hours a week, permanent contract

Location: Based at our co-working space in Tobacco Docks, Wapping, with travel across Greater London and some regionally

Target start date: 10th February 2025

Role at a glance: Developing our Empower programme, which is our online platform and support offer for intergenerational projects across the UK. Building meaningful partnerships with housing providers (e.g. housing association and care homes). Supporting schools and retirement homes using the platform, helping them run successful and impactful projects, and feeding that learning back into improving the programme.

About you at a glance: You are excited by intergenerational connection and the opportunity to support this to happen at greater scale. You develop good relationships quickly, are efficient and organised and can turn your hand to what needs doing. Experience in UX/digital, frontline programmes or business development is a bonus!

About InCommon

InCommon is a charity bringing generations together. We create opportunities for young people and older people to learn from one another, fostering mutual inspiration, growth, and a stronger sense of community.

We partner with housing associations, care homes, schools and youth groups to co-design and deliver regular intergenerational workshops that help young people and their older neighbours get to know each other - and themselves - better.

More than 2,350 people have made an intergenerational connection through InCommon, and older people have volunteered over 3,000 hours sharing their knowledge, energy and experience to support young people's learning.

We are currently a dynamic team of seven, led by our brilliant CEO Hannah and supported by our Trustee board.

Our three main activities as an organisation are:

- **The Connect Programme** - connecting primary age children with their older neighbours in retirement homes to learn and build friendships together
- **Intergenerational Social Action** - supporting young people and their older neighbours to come together to lead and create positive social change
- **Empower Programme** - supporting housing associations, care homes and schools to deliver their own safe, impactful and delightful intergenerational activities. We do this through our online platform

OUR VISION AND VALUES

We believe in a future where generations come together in a connected and inclusive society. Through our work, we seek to bring energy and joy into the lives of older people and young people and deliver a delightful experience for our partners. We believe in creating supportive growth environments; we hope everyone learns something new (and we always do!).

We believe in purpose

We make things happen together

We value delight

We are all learners

We include everyone

About the role

You'll be responsible for developing and delivering our newest programme, Empower. The programme was launched in April 2024 following two years of successful pilots. You will be supporting grassroots intergenerational projects across the country to start and flourish, through an online platform and support offer. This is a really exciting new stage of the programme's development and has the potential for you to build the Empower team. You'll be joining InCommon at an exciting stage of our evolution, with lots of opportunity to add value and guide the direction of a growing charity.

YOUR RESPONSIBILITIES

Supporting intergenerational projects around the country

You'll match up schools and retirement homes, build relationships with key stakeholders and support them to use the platform to coordinate intergenerational projects. You'll keep on top of these programmes through the year and identify and solve problems that come up. You will work closely with the Programmes and Partnerships Lead and will be responsible for delivering high quality and impactful Empower programmes.

Managing partner relationships

You will be the lead contact for Empower partners (schools, housing associations, care homes) and other stakeholders. Your efficient, thoughtful and professional approach will build trust and lead to close working relationships. You'll steward existing partnerships and find and develop new Empower partnership opportunities. You will work closely with the Communications and Fundraising Manager to share the impact of Empower projects and to recruit potential partners.

Managing the Empower online platform and future design

You will be the primary relationship holder with our brilliant design and development team at [The Idea Bureau](#). You'll take part in sprint planning meetings, feedback insights from users and internal stakeholders and share your ideas and recommendations for how to develop the platform to meet its aims.

Supporting with the strategy

You will work closely with the CEO to deliver the strategy and support the long term sustainability of the Empower programme (funding opportunities, business model).

Working on movement building with the wider sector

Alongside other team members, you'll build relationships with other intergenerational organisations through networking and events, and consider how to develop the platform in a way that supports the growth of the intergenerational movement.

Getting involved in programme delivery/operations and being part of the team

You'll stay connected to our mission and purpose, working closely with colleagues across our programmes to deepen your understanding of intergenerational practice and delivery. This experience will help you offer practical support to other projects using the platform. You'll also lend a hand with general charity operations and be part of shaping team culture and living our values.

About you

We are seeking someone who can embody the values of InCommon, who is excited by the potential of intergenerational connections and who shares our vision of bringing people of all ages together.

You're reliable, trustworthy and authentic

You care about communicating well with those around you and you're able to bring out the best in people by listening and genuinely taking an interest in others. Integrity matters to you and you want to be part of a team that shares similar values.

You take responsibility and deliver results

You work hard to consistently deliver high quality work. You have strong analytical and writing skills and pay attention to detail. Your thoughtful, organised approach means you're able to manage a varied workload.

You're a collaborative team player and great communicator

You enjoy working with others and can quickly build warm, professional relationships with colleagues and partners. Your clear communication and friendly approach makes you an ideal point of contact for key stakeholders for example, teachers and retirement home managers. You feel comfortable getting stuck in with activities at an intergenerational session and are good at sharing productive feedback.

You're creative and excited by digital design

You are confident with digital technology and can explain to users how to access and manage their portal. You appreciate good user experience and can collect insights from UX research as well as your own ideas to improve the platform.

You're flexible, self-motivated and enjoy working in a fast-paced environment

You have a positive attitude and you're happy to pitch in with what is needed and take initiative to solve problems and explore new opportunities. You're adaptable and able to juggle multiple, changing priorities, love learning new skills and are always looking to reflect and grow.

You can lead collaboratively and have experience of line management

You recognise that a part of your role is to become a supportive and empowering line manager. You value the skill of managing, are excited to grow as a manager, and have some experience of it already.



Benefits

- £30,000-£33,000, depending on experience
- Working in a warm, friendly team based in East London with some remote working
- 3% employer contribution to your pension
- Open to flexible working; 30 hours a week minimum, available with compressed/extended school hours or talk to us about what you need
- 28 days paid annual leave per year (pro rata) plus public holidays
- A strong commitment to personal and professional development with a training budget available

To apply

Complete an application form via [this link](#) (which can also be found on our website).

As well as providing your contact details, the form will ask you to:

- Tell us a bit about yourself, why you want the job and why you'd be a great candidate (no more than 250 words)
- Tell us why you think intergenerational connection is important (no more than 250 words)
- Tell us about a project that you have delivered (no more than 250 words)
- Upload your CV

For more information about who we are visit www.incommon.org.uk or email us at hello@incommon.org.uk.

The closing date for the role is midnight on Friday 15th November but interview slots will be offered on a rolling basis. First interviews will be held remotely on 28th-29th November. Second interviews will be held in-person on 3rd-4th December.

There is a 3-stage selection process:

1. Submission of application as outlined above
2. An initial video call interview focussed on our values
3. An in-person panel interview and practical activity

Offers will be made subject to pre-employment references and a DBS check.

We are an equal opportunities employer and are committed to building a team with diverse voices and experiences. If you have any specific requirements (e.g. access, communication etc.) we should be aware of as part of the recruitment and selection process then please let us know when you submit your application.

InCommon will handle your data in compliance with GDPR law.