

Recruitment pack

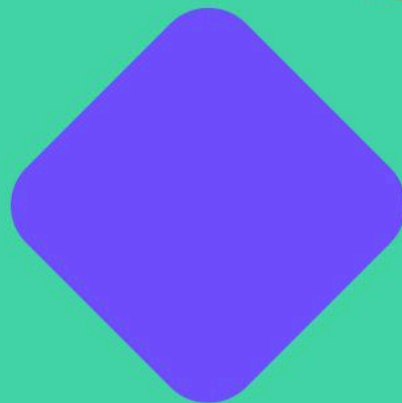
Programme Manager Birmingham

Closing date

Tuesday 5th November 2024 11.59pm



**PEOPLE'S
ECONOMY**



Thank you for your interest in working at People's Economy.

We are looking for people who are: passionate about addressing economic injustice, hold a deep knowledge and connection to Birmingham and are capable of working with and supporting changemakers and community groups across the city.

Key details of role

Role: Programme Manager - Birmingham

Salary: £38,132 (pro rata) with progression points available post probationary period.

Location: Birmingham based remote-working with regular in-person team days across the UK every six weeks and other potential required UK travel

Hours: 0.6 FTE (22.5 hours per week)

Contract: Permanent

Benefits: 7% pension contribution, 30 days annual leave in addition to bank holidays (pro rata), training and development budget, flexible working, Union recognition, enhanced sick leave. Enhanced parental leave policies are under development.

Application deadline: 11.59pm, Tuesday 5th November 2024

Online Open House: Candidates are invited to attend an information webinar and to meet some of the team on Monday 28th October 12pm. [Register here.](#)

Interview dates and location: First interviews Tuesday 12th November 2024 via Zoom. Candidates selected for second interview: Monday 19th November, in person in Birmingham.

Diversity, inclusion and anti-oppression: We are particularly keen to receive applications from people who are: women and non-binary people, from Black and Asian backgrounds or are other people of colour, or members of other marginalised groups. We also strongly encourage applications from members of communities experiencing economic injustice, and people working for change as part of these communities.

We are open to applications from people seeking different part-time work hours.

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About People's Economy

People's Economy aims to build the agency and power of people facing injustice and working for social change so that they have the expertise, capabilities and resources to develop their own analysis of how the economic system is a root cause of the injustice they face, develop strategies to change it and then take action with others. Our vision is for a world with economies that meet the needs and priorities of people currently experiencing economic injustice.

Through short training, longer courses, community building and facilitation we work with changemakers embedded in communities experiencing economic injustice to imagine, analyse and plan the economic change they want to see, and to take action to empower themselves and their communities, build alternatives and influence dominant institutions. We also work to create better conditions for changemakers to create economic change.

We have programmes working with groups in North Wales, Birmingham, Hartlepool and London and with the migrant justice and youth organising sectors and an emerging community of practice to connect people across areas. We're just about to start a 12 month action inquiry looking at how to increase the quantity and quality of collaboration between the grassroots groups and the professional new economy sector.

We are 18 months into our [five-year strategy](#) and in a strong position to continue to deepen and scale our work across different regions and themes. We're currently recruiting for a number of vacancies to support us at this stage in the strategy. These new posts, working alongside the existing team and our trustees, will be a crucial part of overseeing this work and ensuring that we are carrying out our mission in the best possible way.

You can find out more about our current work and team by visiting peopleseconomyuk.org.

About our team culture and ways we work together

At our heart we're a relational team, we make space to support and encourage each other and celebrate the small wins. We try to imbue our interactions with a genuine sense of care for each other as whole people. We think carefully about building relationships, especially with the team working remotely around the country - we gather in person every six weeks at our team days to connect with each other, talk about strategy and eat some good food together.

We know that being a flexible and supportive workplace is what enables people to do good work. We work to build trust with each other and offer this flexibility where possible through remote working, core working hours, enhanced leave policies, and flexible, supportive approaches to line management.

Our team is much bigger than the staff. We know working collaboratively is the only way to achieve our mission. Our team is also formed of community partners and grassroots groups up and down the country, our trustees and many other freelancers and collaborators. We're all connected by a deep investment in our work and a desire to work strategically to achieve our mission.

We know a big part of this is investing in people's development and leadership, working to give people a sense of autonomy over their work and providing opportunities to develop skills and experience accordingly. We provide a £1000 staff annual personal development budget to support this.

We're thinking actively about what it means to be building a culture we're proud of and that embodies our mission. We want whoever joins our team to take part in exploring that. Here's some of the questions we're holding:

- How do we balance a commitment to gain input and team consensus with empowering people in their roles - moving quickly when needed and giving enough clarity about how decisions are made?
- How do we keep ensuring flexibility and support for staff whilst ensuring consistency and enough clarity through formal policies and processes?
- With the team working across the country, how do we make sure people don't feel isolated and continue to offer enough spaces for relationship building and connection?
- How do we make more room and build the muscle for conflict that is generative and enables us to challenge each other with care?

Who we are looking for

We aim to make diversity, inclusion and anti-oppression a central part of how we do our work, within our organisation and in our programmes, and this applies to how we do our recruitment. You can read our diversity, inclusion and anti-oppression policy, and our linked recruitment policy, [here](#).

Economics is underpinned by a way of thinking dominated by white men who have studied and worked in a small number of institutions. We are looking for people that bring a different perspective. To this end, when candidates are of equal merit, we will prioritise selection and appointment of people with identities and backgrounds that are currently under-represented in People's Economy, economics and the charity sector.

We are particularly keen to receive applications from people who are:

- women and non-binary people
- from Black and Asian backgrounds or are other people of colour
- from a community experiencing economic injustice, for reasons including being from a working class or other economically marginalised backgrounds
- working for change as part of a community that has experienced economic injustice - we refer to people doing this as 'changemakers'.

We also strongly welcome applications from people who are members of other marginalised groups for example due to disability, religion, gender identity or sexuality.

Job description and person specification

Please read this job description and person specification carefully to help you write your cover letter and tell us how you meet our requirements for the role. We are looking for potential from applicants.

Job title	Programme Manager - Birmingham
FTE	0.6
Job Grade	Grade 4 - £38,132
Location	Birmingham based remote-working with regular in-person team days across the UK every six weeks and other potential required UK travel
Reports to	Senior Programme Manager Wales
Responsible for	N/A

Job purpose

We have worked in Birmingham for five years and the need and urgency for our work is greater than ever, with the many live grassroots campaigns across Birmingham mobilising people to come together to save libraries, youth services and social housing. We know that a shared root cause of all of these crises is the city's economic system.

This role leads our work across Birmingham to help build our collective capacity to analyse, strategise and take action for economic system change in the city. It will coordinate our Programme team to deliver different initiatives that support a growing movement for economic justice across the city - particularly focused on building support and engagement amongst grassroots changemakers and communities experiencing economic injustice. It will manage projects and resources, conduct programme development and delivery, oversee outreach

and partnerships, changemaker recruitment and contribute to fundraising - ultimately play a key role in shaping our regional impact. This position is crucial in coordinating our work across Birmingham and driving meaningful collaboration with local and national stakeholders, in particular working collaboratively with Economic Justice Brum, a long term initiative working on local economic systems change.

Birmingham Programme Development

- Working closely with the Programme Director and the Programme Team, lead the translation of People's Economy's strategy into a programme of work in Birmingham
- Working closely with the Programme Director and the Programme Team, identify the resources People's Economy needs to deliver its strategy in Birmingham and contribute to fundraising for the organisation's programme of work in Birmingham
- Working closely with Programme Director lead outreach and relationship building with community and civil society partners, including members of the Economic Justice Brum
- Working closely with the Head of Community, lead the development of People's Economy's programme of outreach and relationship building with changemakers in Birmingham including current grassroots campaigns such as Save Birmingham, Save Birmingham Youth Service (SBYS), Ladywood Unite, Save Druids Heath and the Birmingham Fair Housing Campaign.

Birmingham Programme Delivery

- Working closely with the Programme Team, coordinate the delivery of People's Economy's programme of work in Birmingham and ensure it is well embedded, integrated and supportive in the local economic justice landscape
- Play a leading role in our collaborative work with Economic Justice Brum ensuring consistent coordination, support and relational working
- Lead our work on developing and delivering a creative communications plan for Economic Justice Brum, as People's Economy is its appointed communications partner
- Lead on organising the logistics and resources required to effectively deliver People's Economy's programme of work in Birmingham

- Working closely with the Programme Team, coordinate the monitoring, evaluation and learning of People's Economy's programme of work in Birmingham
- Working closely with the Programme Team, recruit and onboard changemakers from Birmingham to opportunities within People's Economy's training and support programmes
- With support from the Head of Training, contribute to the delivery of learning and skills sessions when appropriate
- Facilitate spaces and workshops for our changemakers, partners and other stakeholders
- Maintain relationships with changemakers from Birmingham while they are involved in People's Economy's programmes and act as a key point of contact

Supporting other work strands

- Feed into the development and implementation of other work strands including community building and the organisational communications strategy

Managing projects and people

- Work with the Head of People and Operations to recruit freelancers to help deliver People's Economy's programme work in Birmingham
- Line manage freelancers contributing to People's Economy's programme of work in Birmingham, and any staff roles which (in future) report to Programme Manager Birmingham
- Manage (or contribute to) non-programme projects that contribute to achieving People's Economy's goals, as agreed with the Programme Director
- Work collaboratively with the Programme Team to ensure a joined-up approach across People's Economy's work

Financial management and income generation

- With support from the Programme Director, develop and manage budgets for programme work in Birmingham
- With support from the Programme Director, contribute to income generation by leading the development of agreed identified opportunities, including by holding key relationships with existing and potential funders

All People's Economy employees are expected to:

- Always act in the best interests of *People's Economy* and work in line with People's Economy's stated principles and values
- Comply with *People's Economy* policies and procedures
- Implement the organisation's commitment to Diversity, Inclusion and Anti-Oppression in their work
- Maintain confidentiality in all areas relating to *People's Economy*
- Contribute to organisation-wide processes and development of practice
- To be flexible and co-operative and to undertake any other reasonable duties that support the needs of the organisation, as requested by the Executive Director or Board of Trustees

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.

Person specification:

	Essential	Desirable
Experience	<p>Designing, developing and implementing complex projects and/or programmes in communities, including through co-design and partnership working</p> <p>Undertaking successful outreach and engagement with members of communities experiencing economic injustice</p>	<p>Developing and delivering programmes of work and partnerships within the Birmingham's community and civil society sector</p> <p>Living as part of a community that is marginalised or experiencing economic injustice</p>

Skills and Knowledge

Delivering high quality training and facilitation

Highly-skilled at building productive working relationships with members of communities experiencing economic injustice

Familiarity with methods of working with marginalised people and communities in ways that minimise imbalances of power

Experienced and effective facilitator

Ability to line manage staff and oversee freelancers

Ability to build and manage effective relationships with organisational partners and stakeholders, including funders

Ability to think independently, critically and creatively and to take responsibility for decision-making

Ability to implement diversity, inclusion and anti-oppression aims and values in core work

Confident oral and written communicator with the ability to communicate effectively to a range of audiences

Excellent time and project management skills, including the ability to prioritise limited resources to maximise impact.

Understanding of some aspects of economics and/or economic policy

Understanding of Birmingham's political and social context

Personal attributes

These are some of the personal attributes we're looking for in everyone who joins our team. We're not expecting you to be able to demonstrate every single one, but show they are areas you are already working on or committed to meaningfully developing alongside the rest of our team.

- Committed to and excited by People's Economy's mission of doing long-term work with people experiencing economic injustice across the UK to collectively understand, reimagine and change the economy.
- Commitment to working with People's Economy's diversity, inclusion and anti-oppression aims and values.
- An open, collaborative, consensual and self-reflective working style, including ability to navigate disagreement and conflict in a constructive way and to be accountable to others.
- Dynamic and energetic, constantly reflecting on People's Economy's effectiveness and seeking ways to improve our impact.
- A critical and strategic thinker, able to both see the big picture and have an eye for detail.
- Ability to reflect and learn, including sharing failures and uncertainties. Openly giving and taking constructive feedback from the team and members of People's Economy's community to bring out the best in you and others.
- The emotional intelligence to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.

How to apply and how the process will work

We will select candidates through a review of written applications to produce a short-list, followed by two interview stages.

We want to see people at their best and so of course will make any reasonable adjustments relating to long-term conditions or disabilities that you need to help you perform at your best. Please let us know if this applies to completing your written application. We also ask you to let us know when submitting your application if you have any requirements for accessibility-related adjustments if you are selected for an interview.

We can also reimburse candidates for travel and childcare costs related to attending an interview, and will ask you about this if we invite you to an interview.

Online Open House

Come and meet us! We are hosting an online open house on Monday October 28th at 12pm for anyone who is interested in hearing more about the roles we're currently hiring for or what People's Economy is all about.

You can use this space to ask any questions you might have about the role, find out more about the organisation and meet some of our staff team. Curious? [Sign up now!](#) This will be hosted as a webinar and questions can be submitted via the Q&A function so you will be able to remain anonymous unless you choose to unmute or turn on your video to ask a question.

Submitting an application

To apply for the role, please submit your CV and a cover letter to careers@peopleseconomyuk.org with the subject line 'Application - Birmingham Programme Manager. Your cover letter should address the following questions and be no longer than two A4 pages:

1. Why do you want to be part of the People's Economy team?
2. How does your skills and experience meet what is set out in this Job Description?

To be considered for the role you must submit your application by the deadline. Please also complete a [Diversity Monitoring Form](#), this is not mandatory but helps us ensure we are reaching everyone, and informs whether we should make changes to improve our roles and recruitment practice.

Let's also name the elephant in the room! Sometimes we all experience a bit of imposter syndrome. At People's Economy, we lean into this feeling. We believe that imposter syndrome is a manifestation of the oppression many of us face day to day. You don't have to tick all the boxes for each role to apply. If you feel a pull towards a specific role and believe you could make a difference we would love to hear from you!

Interviews

Following selection of applicants, there will be two interviews.

The **first** interview on Tuesday 12th November, will be held online. If you are successful in your first interview you will be invited to attend a **second** interview on Monday 18th November. This will be in person in Birmingham.

If you are invited to interview you can let us know if you need us to cover childcare or similar costs to allow you to attend the interview. We usually don't dress formally for work, so please wear whatever you feel most comfortable in for the interview.

The interview will involve a structured set of questions designed to test whether you have the key skills and experience for the role. We will send the questions to you in advance. For candidates invited to a second interview, we will also ask you to prepare a task in advance to deliver at the interview and there will be a further set of structured questions sent in advance.

References and eligibility checks

Once we have identified a preferred candidate via the interview process, we will carry out reference checks and legally required checks of eligibility to work in the UK before making a final job offer.

How we will process your application data

We set out in our [data notice](#) for applicants how we will treat the data that we gather about you as part of the recruitment process.