

mobilise

**WE ARE
RECRUITING**



CONSULTANT - CAPACITY BUILDING

Supporting a strong, resilient and sustainable Not for Profit Sector

WHY JOIN US

- Join a dynamic, dedicated team in a growing consultancy business with a social purpose
- Support a range of local authorities, charities, housing associations and their communities in London and further afield
- Work flexibly from home, from a shared office, and at client sites
- Work with a team that understand you may need to balance family or other commitments
- Apply your experience and expertise to housing, third sector, and local government organisations
- Enjoy working with a team to support organisations to bring about change with consultants that receive high levels of satisfaction from our clients
- Work on a wide variety of projects including community development, capacity building, social value, regeneration, engagement, business planning & feasibility, strategic reviews, and impact and evaluation
- Work with people from all walks of life while always working on new and interesting projects

If that sounds interesting and exciting, we really want to hear from you.

**JOIN A DYNAMIC TEAM
AND SOCIAL PURPOSE
ORGANISATION
STRIVING TO BRING
ABOUT CHANGE**

THE ROLE

In the first year of this role, you will be taking on a substantive role to support Mobilise's capacity building programme. You will work with a wide range of not for profit organisations operating from grass root to national level, supporting them to learn and develop through tailored support, coaching, and training. We mainly work within the wider greater London area and home counties, we do work with clients across England. Although the majority of your work will be remote, either from our office based in London or home, you will need to be able to travel to our clients for some face to face delivery.



WHY CHOOSE US

Established in 2006 with the ambition to change the relationship between citizens and the public services that serve them, Mobilise has developed into a specialist social purpose organisation with a strong track record of working across sectors and service areas. Our core business is focused on:

- 01** *Investing in Communities*
Ensuring you can understand priorities in your communities, by supporting you to build investment plans that create and evidence social value
- 02** *Mobilising Citizens*
Committed to human-centred practice that encourages participation, builds capacity, and produces deep insights and meaningful dialogue with the diverse communities you serve
- 03** *Strategy & Impact*
Supporting you to review delivery, align your vision, develop strategy, and clearly articulate and evidence impact over time
- 04** *Property with Purpose*
Our expertise in community led organisations, homes and buildings will enable organisations to deliver sustainable community assets that support community wealth building and resilience

We have a core team that works with a number of independent consultants and partner companies to provide tailored support and expertise for our clients working with teams, senior leaders, trustees, service users and diverse communities. In recent years we have supported our clients to engage with residents, collaborate, co-design services, develop strategies, evaluate impact, and gain a deeper understanding of their communities through research.

We are an equal opportunities employer and are committed to diversity and inclusion.

CONSULTANT ROLE

The Consultant role will support the Director and Mobilise team to coordinate and deliver a range of projects supporting our clients. This new and exciting role is well suited to an individual that enjoys building new connections, working with and supporting people and organisations to learn and develop, values working to a high standard and wants to bring about change. The post holder's duties will primarily focus on providing capacity building support to third sector organisations alongside organising events, undertaking community outreach, building and maintaining relationships and networks, writing reports based on analysis and research, and engaging with clients and project stakeholders to prepare bids and deliver new work.

Key Terms

- Salary Range: £27,500-£38,000 (FTE), depending on experience
- Negotiable full or part time hours – (minimum of 0.6 FTE). The role is open to compressed working in accordance with the needs of the job
- Home and remote working with one day or more per week at a shared office
- Some travel required within London and England which may include overnight stays according to the needs of contracts (anticipated travel days 2-3 days per month)
- Occasional evening / weekend work required
- 25 days paid leave per year plus bank holidays (pro rata)
- Statutory sick leave & pension contributions
- Probationary period applies (3 months)
- Notice period 2 months (1 month during probation)

MAIN DUTIES

- Plan and manage projects to ensure activities are delivered effectively to timescale and budget
- Plan and deliver fieldwork, outreach projects and events to engage residents and organisations
- Work as part of a team to deliver projects with associates and partner companies
- Undertake research and data collection, including resident engagement activities
- Lead and support the design and delivery of workshops, training opportunities, and resources to support NFP organisations on a range of key capacity building areas
- Undertake organisational health checks and keep accurate and up to date records
- Undertake monitoring and evaluation activities
- Help create content and materials for communications purposes and social media
- Work closely with project leads to prepare reporting and supporting documents
- Support the development of Mobilise Public Ltd and its people, including supporting the development of tenders and proposals
- Any other tasks as directed commensurate to the role



PERSON SPECIFICATION

Skills, Knowledge & Experience Required (Essential)

- Supporting/Working with or in not for profit organisations, in particular voluntary, community and/or social enterprises
- Knowledge of key areas that create a strong and sustainable not for profit organisation
- Knowledge or experience of working with not for profit organisations of different sizes from grassroots to key anchor and national level organisations and a clear understanding of their current challenges
- Facilitating and developing or supporting events, workshops, focus groups or other similar activities
- Delivering fieldwork and outreach approaches to successfully recruit and engage a wide range of people and organisations
- Help identify an organisation's development needs
- Excellent people skills that enable you to work sensitively and build trust to develop working relationships with a diverse range of people, organisations and clients from different sectors
- Excellent written and communication skills with the ability to tailor messages to different audiences and present information clearly and confidently
- Works to a high standard with attention to detail, management and organisation
- Effectively use a range of software including Microsoft Office, Google, and ideally other digital/online platforms
- Self-motivated with an ability to work independently as well as part of a strong team and work on multiple projects
- Right to work in the UK

PERSON SPECIFICATION

Desirable:

- Experience at undertaking organisational diagnostics and/or skills audit and developing learning plans
- Experience of working in or with social housing and local government organisations
- Experience of designing and delivering successful training or coaching sessions to successfully build the capacity of NFP organisations in person and virtually
- Developed tools and resources for NFP sector organisations
- Experience or involvement in civil society – working with communities, volunteering, fundraising, community organising etc
- Expertise in data analysis, IT systems
- Knowledge or experience of digital engagement tools, social media, and/or AI as pertinent to the role
- Strong analytical skills
- Experience in creating and analysing surveys



HOW TO APPLY

If you are interested in this post, please provide your CV and cover letter outlining your experience and areas of expertise. Together these should not exceed 4 pages

Deadline for applications: 9am Monday 7 October 2024

Applications will be reviewed on a rolling basis and we reserve the right to appoint before the deadline if the successful candidate applies. *We encourage all interested applicants to apply as soon as possible.*

Send your CV and cover letter to nina@mobilise.org

Interviews will take place in central London in mid October



 www.mobilise.org

 nina@mobilise.org

 Finsbury Business Centre, 40 Bowling Green Lane, London EC1R 0NE