GL11 Community Hub

Head of Incubate & Develop Job Description

Job Title	Head of Incubate & Develop
Responsible to	Chief Executive Officer
Responsible for	Incubate & Develop team
Conditions of Service	30 hours pw (4 days - based on 37 FT hours) 6 months probationary period
Salary	£40,000 FTE pro rata
Contract	Permanent
Location	GL11 Community Hub in Cam, Gloucestershire with limited remote working

About GL11 and Our Approach

We are evolving! GL11 is more than a community hub—it's a catalyst for change. Rooted in trusted relationships and shaped by local people we co-create practical solutions to real challenges that put local people at the heart of change. We know that when people lead, systems shift. By building the conditions for change at a local level, GL11 bridges the gap between community-led action and wider transformation, proving that when people feel heard, safe, connected, and valued, real change happens.

Job Summary

The Head of Incubate & Develop combines an externally facing role with internal project development and incubation. You will work closely with the CEO to understand the needs of the community, explore and develop innovative ways to deliver projects and system change. A key part of your role will be to work with statutory and NHS partners to find and nurture new opportunities for collaboration and funding and to evidence the impact and outcome of our approach.

You will work closely with the CEO and Senior Leadership Team (SLT) to provide the strong, caring and effective leadership required for GL11 to thrive. You will consult and advise on GL11's strategy and operational plans, making sure your team's personal objectives are aligned to the overall plan and are on track to meet the agreed targets.

Through your leadership GL11 will continue to grow and be visible whilst meeting the varying needs of our communities. You will ensure that the welcoming and supportive culture of GL11 continues to inspire and that our vision, values and key aims are a living part of all our work. You will work collaboratively with the community to understand how, together, we can begin to effect system change in all our areas of work. You will use a community development approach and deliver through a range of resources including volunteers.

Responsibilities and Duties

GL11 Community Hub

Head of Incubate & Develop Job Description

The list below describes the main responsibilities and duties of the role but is not finite. You will be required to carry out any other duties commensurate with this post.

Incubate
- Lead on networking and outreach for GL11 as a visible and vocal voice for the sector;
- Work collaboratively to explore and understand the needs of the community and build this into a pipeline of project opportunities;
- Work across the network to identify, qualify, apply for and deliver new sources of funding which align with the aims, values and objectives of GL11;
- Lead on external communications, enabling the community and the network to communicate and provide ideas to GL11 and publicising the work and results of GL11 to the community, network and wider society;
- Support internal communications so all teams are enthused and energised to support the projects;
- Increase GL11 Community Hubs collaboration with various partners in the community sector and other sectors;
- Liaise and network with partner agencies;

Develop
- Set up and run pilot projects to address community needs;
- Work closely with the Head of Deliver to transition successful pilot projects into longer-term delivery;
- Develop and empower a robust and effective volunteer network, allowing projects to be set up and run within the community independent of or with limited direct GL11 support;
- Lead on the development and management of monitoring and evaluation of all projects and services, providing reports to the CEO, SLT, Board and partners as required;
- Ensure that data including outcomes and outputs are collected in the easiest ways possible to meet the terms of funding agreements as well as GL11's strategic needs;

Team Management
- Recruit and develop your own team and support the development of other GL11 teams, ensuring a suitable succession plan is in place;
- Ensure good communication and collaboration with all teams, making sure that policies and developments are aligned.
- Work with your teams to make sure their work is aligned with the organisation's strategy, ethos, and values;

Member of SLT

GL11 Community Hub

Head of Incubate & Develop Job Description

- Provide strategic leadership, working collaboratively with the CEO and SLT to meet the challenges faced by GL11, considering opportunities and risks;
- Along with other members of the SLT, cover for the CEO and for other SLT members in their absence;

2. *System improvement*

- *Support system improvement within teams and in relationships with other teams and funders.*
- *Support recruitment, onboarding and induction of new staff and ensure continuous learning relevant to each staff member.*

3. Values, Behaviours & Competencies

- Committed to the purpose of GL11 and its strength-based ethos, ensuring that residents are at the heart of GL11's services and development
- Committed to fostering innovation and continuous improvement in working practice
- Agile and responsive attitude to change
- Respectful of boundaries and able to follow policies while acting in a kind and thoughtful way
- Flexible and open to new challenges, ideas, and experiences, and able to be self-reflective
- Committed to understanding diversity and ensuring inclusive practice is applied in all forms of our work
- Collaborative and a team player, building positive relationships with internal and external partners. Emphasise collaboration and co-design with the community in all aspects of your work.
- Non-judgmental with a commitment to self-care within the team and wider organisation
- Ensure our values are integrated into all we do:
  - o *Listen*
  - o *Look for strengths*
  - o *Act as if it's possible*
  - o *Be kind and have fun*
  - o *Be Brave*

GL11 Community Hub

Head of Incubate & Develop Job Description

Person Specification

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for each of the Person Specification criteria.

Experience of	• Managing complex relationships with key stakeholders • Leadership of projects preferably in the community sector • Identifying and accessing funding • Effective monitoring and evaluation • Ability to develop strategies and organise tasks
Knowledge and Understanding	• Knowledge and understanding of operational management including how to put new systems in place • Excellent staff and team management skills including how to deal with difficult situations and support team leaders to address conflict • Good understanding of diversity and how this relates to people in a community setting
Skills and Abilities	• Ability to hold a strategic overview while planning operationally • Excellent written and verbal communication • Proactive problem solving and decision-making skills • Good finance and IT skills • Able to multi-task and respond positively to changing priorities
Qualifications	• We are looking for someone who will be committed to our values and work, to learning, and to their own development.
Values and ethos	• A team player with a commitment to working in a community setting, putting into practice the values and ethos of GL11