



## JOB DESCRIPTION

Job title:	<b>Learning &amp; Practice Manager</b>
Reports to:	Place Matters Co-Director
Manages:	People recruited for specific events such as conferences
Work location:	Negotiable hybrid working plus meetings in London and up to 50 days UK travel per annum
Salary:	£45,000 to £50,000
Hours:	37.5 hours per week (flexible working)

### About Place Matters

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We are a small entrepreneurial team with backgrounds in different sectors and a shared passion for social justice. We love our work supporting cross-sector, place-based initiatives that seek to tackle the root causes of inequality and social injustice in communities and address barriers faced by those dealing with poverty and disadvantage.

Our activities enable communities and anchor organisations (such as education, health, local governments) to take action within a place, inform a wider collaborative movement of place-based change, and influence the wider system through evidence, insight and learning. Equity is threaded through all our work across a range of topics such as outcomes for children, economic resilience and health. We also aim to strengthen the voice and influence of locally led change amongst funders, policymakers, public services and the private sector.

Our ambition is to establish a broad community of practitioners who learn together and share their knowhow openly and generously with others to build the quality and scale of UK place-based change practice. We do this in three primary ways:

- **Learn:** Connecting communities and organisations across the UK to share learning and inspiration, building a wider movement for change
- **Enable** diverse people and organisations to come together and build capacity to collaborate within a place to act on the things they care about
- **Influence:** Convening and influencing local, regional and national systems that operate *beyond* places to change the system conditions preventing communities from thriving.

More information is available on [Place Matters website](#).

## Overview of the role

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This role would lead on the Learn aspects of our work described above; it is a key role for us and needs someone who has experience of facilitation and cross-sector collaboration, is curious and is a champion of continuous learning and practice development.

The role involves leading on Place Matters' Learning Hub, the purpose of which is to make high quality learning about place-based change work available to all practitioners of this work in an engaging and open-sourced way. The learning is both through on-line resources as well as enabling spaces and platforms for communities and other stakeholders involved in this work to learn together through dynamic learning events and experiences.

## Responsibilities

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1. Provide leadership to the Learning aspect of Place Matters' ambitions focusing primarily on our Learning Hub. This includes items 2-7 below and will be in collaboration with Place Matters colleagues and other practitioners.
2. Develop Place Matters' learning and practice curricula and resources to create a highly engaging, creative and effective learning experience for practitioners and which reflects our values and principles of practice e.g. centring equity
3. Instigate, design and deliver engaging learning events such as webinars, workshops, learning journeys and communities of practice and publications.
4. Curate the resources content of Place Matters' Learning Hub, ensuring that it is an engaging and useful resource for place-based practitioners in the UK drawing on global knowledge and resources.
5. Ensure that the Place Matters UK Map of Place-based Change work is designed and used as a tool to connect community groups and place-based collaborations to each other for mutual learning and practice development
6. Maintain a network of practitioners to contribute to learning events and resources
7. Cultivate excellent relationships with social and statutory sector organisations, funders and other stakeholders in a way that inspires individual and collective learning, collaboration and action.
8. Undertake research and keep abreast external research, policies, projects and initiatives relevant to the role.
9. Contribute to developing and operationalising our communications strategy.
10. Play a key role in business development including strategy development, enhancing collaborative partnerships, fundraising, bidding for contracts and improving organisational efficiency (e.g. through the use of technology).
11. Work with Place Matters team to develop an internal culture of innovation, continuous learning and reflexivity so that the organisation remains relevant and effective.
12. Occasionally work at weekends and in the evenings when required.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by changes in the external policy environment and the overall business objectives of the organisation.

## PERSON SPECIFICATION

### Learning and Practice Manager

All below are essential unless indicated as desirable

<b>Experience</b>	
1.	Experience of working within and/or between organisations dealing with multiple and complex, cross-sector programmes and partnerships.
2.	Developing and managing multiple programmes and projects.
3.	Experience of creating effective and engaging learning and collaboration spaces
4.	A good network of place-based practitioners (desirable)
5.	Experience of designing, writing and delivering engaging curriculum for development and training purposes (desirable)
6.	Experience of working collaboratively with external design agencies, developers, communications and branding specialists (desirable)
<b>Ability, skills, knowledge</b>	
7.	Commitment to equity for all people (and their intersecting identities) and a passion for social change.
8.	Ability to lead with integrity, compassion, humility and reflexivity.
9.	Excellent interpersonal skills and confidence to build positive relationships and consensus and resolve any difficult issues that might arise.
10.	Excellent organisational skills, strong attention to detail, ability to multitask and to manage a heavy workload and competing priorities.
11.	Excellent verbal and written communication skills to communicate with impact, including conveying complex information adaptable to communities and people from different professional backgrounds and levels of seniority.
12.	Good numerical, analytical skills and problem-solving skills
13.	Ability to apply strategic and systemic thinking to practical solutions.
14.	Ability to manage financial resources and (when required) human resources.
15.	Ability to work through ambiguity and uncertainty, remain calm under pressure and be enthusiastic, optimism and solutions-focused in the face of adversity
16.	Ability to deliver results with minimal supervision.
17.	Ability to competently deploy a range of tools required for the job, including frameworks, Microsoft Office and social media.