

Recruitment Pack

Resourcing & Relationships Coordinator

Job Title	Resourcing and Relationships Coordinator
Key Coach	Everyone in Shared Assets takes responsibility for their own work according to a collectively agreed strategy, and has a nominated coach within the team. Mark Walton will be the coach for this role.
Key coaching responsibilities	None immediately
Operational Area	UK wide
Location	We are a fully remote team, with monthly in-person meetings that take place in often in London, but do vary locations including Oxford, Cambridge, London and Sheffield - we try to rotate to home towns nearby to where staff team is based
Hours	<p>The post is for 0.8 FTE (28 hours a week), normally within any working hours of between 7:00 - 19:00, but some work may be required at evening and weekend events and meetings. We are flexible about working patterns.</p> <p>We operate a four day week as standard.</p>
Salary	The gross annual starting salary for this role is £31,000 for a 4 day week.
Holiday	26.5 days per year of paid leave including bank holidays and all staff must take the statutory minimum of 22.4 days per year based on a four day working week.
Pension	3% employer contribution and minimum 5% employee contribution with the People's Pension Trust
Duration	Permanent

About Shared Assets

Land, and the way that it is owned and managed, impacts on all of us. It has different places in all of our histories, whatever our backgrounds or heritage, whether our experience is of public or private ownership, colonialism, dispossession, or migration, the difficulties of making a living in a rural economy or the daily impacts of urbanisation and gentrification. How we currently own, manage and make decisions about land lies at the heart of many of our current social, economic and environmental challenges and injustices.

Shared Assets is a think and do tank that believes that by changing our relationship with land, and by working together, we can build a future that is fair, equitable and just. We undertake consultancy, research, movement building and communications work to support, mobilise and advocate for the development of models of managing land that create shared social, economic and environmental benefits. We see systems change as a core value of our work and seek to be transformative, both through externally-facing projects and internal approaches and ways of working.

This can cover a wide range of land uses but primarily focuses on the management of woodlands, food growing land, and parks and open spaces. It may also include the development of buildings and housing where these are integral to a broader land management project. We call these new models "[common good land use](#)", meaning land use that:

1. Provides sustainable livelihoods
2. Enriches the environment
3. Produces things people need
4. Provides shared benefits
5. Is controlled by communities
6. Is at the centre of wider system change

Working at Shared Assets

This role will be remote, and the successful candidate will be provided with a laptop and other items (like furniture and equipment) necessary for accessible and healthy home working. Use of co-working spaces can also be considered. We meet as a team online on a weekly basis, and communicate regularly on Slack, Zoom and by phone. We currently have team members in London, Oxford, Sheffield, Stirling and Cambridge, so could provide candidates based near those places with more face-to-face contact. We have monthly

whole-team meetings in person and the role will require some travel within the UK (and potentially further afield) to meet with clients and partners.

We are a small but ambitious team. In addition to this role there are currently 6 other team members, all working a standard 4 day week, and we are trying to change the land system! You can read more about our [systems change approach here](#).

We are actively working towards being a [self managing organisation](#). We are currently piloting a new approach to organisational management that uses sociocratic principles to undertake the management functions of the organisation and ensure the whole team is involved in decision making. This means that all team members are expected to participate in some management tasks as part of one or more circles (People & Culture, Funding & Finance and Business Planning & Strategy). You can read more about [this here](#).

Whilst we are reasonably diverse in terms of gender and sexuality, we are aware that we are currently a majority white organisation working in a very white sector. We want to change both of those things. We are therefore committed to making Shared Assets a diverse and inclusive organisation that actively tackles issues of exclusion, disempowerment, disability and discrimination, and that is open to anyone who shares, and can help us develop, our vision of a more just land system.

Values

Our team has developed and uses the following values to guide how we work with each other, with partners and to support the land movement.

- Autonomous – we have the power to decide for our own actions
- Brave – we invite others to work through harm together
- Supportive – we work in solidarity with others
- Transformational – we transform systems in a way that deals with harm and doesn't reproduce it
- Accountable – we are responsible for ourselves, our intentions, our words and our actions
- Realistic – we work pragmatically, both with complex systems and with the lived reality of personal knowledge and experiences people have gained

Job Description

Job Summary

We expect this role to focus on developing and maintaining relationships with key funders, stakeholders, institutions and individuals. It will undertake work to secure funding, resources and partnerships for both Shared Assets and the wider land justice movement, and to raise the profile and reputation of Shared Assets.

The role will have responsibility for securing core funding for Shared Assets from trusts, foundations and high net worth individuals, and for supporting colleagues to secure grant and commercial funding for consultancy, research, movement building and communications projects. It will have responsibility for reporting on core grants and providing quality control for colleagues for their bids, tenders and funder reports. As part of this work the role will play a key part in providing intelligence and foresight to contribute to the organisation's strategy and business planning.

Beyond securing consistent core funding for Shared Assets the role will also work with funders and others to secure longer term resourcing of the wider land movement in order to deliver our collective ambitions for a just and sustainable land system.

As part of a self managing organisation all team members are expected to contribute to the day to day management of the organisation through participation in management circles, team days and working groups.

Main Responsibilities

Fundraising and resourcing

- Develop and maintain relationships with funders to fund work that seeks to support common good land use and to create a more just and sustainable land system.
- Work with the team to develop a clear strategy and business plan that can inform future business development and fundraising.
- Secure significant annual and multi year core funding for Shared Assets to enable us to fulfil our role as infrastructure for the wider land movement and deliver our ambitions to change the land system, and report to core funders.
- Support the wider team with grant applications and commercial tenders for day to day project work in order to resource our consultancy, research, movement building and communication work and meet our organisational objectives, and provide quality control on all bids, tenders and funder / client reports.

- Work with the team to ensure we maintain a healthy pipeline of bids and tenders in order to meet income generation targets across the organisation.
- Work with the wider land justice movement and funders to secure significant, consistent and long term resourcing for the wider land movement, working in ways that are open and transparent to, and inclusive of, the wider movement and which will help to deliver systemic change that meets our collective objectives for a more just and sustainable land system.

Stakeholder relationships

- Develop and maintain relationships with key partner organisations in order to build an understanding of the wider context and system in which we are working in order to inform our strategic development and to identify opportunities for future partnership working. To understand where Shared Assets is valued and effective, and where it may need to adapt and change.
- Represent Shared Assets to those institutions and individuals with the power to help shape the wider context for the work of Shared Assets, our partners and the wider land movement, for funding and development purposes.
- Support and coordinate work of other team members in developing and maintaining relationships specific to their work areas (consultancy, research movement building, communications).
- Be responsible for ensuring Capsule, our current CRM system, is up to date and that our systems enable us to track all current and historic relationships, utilise the data effectively and maintain transparency.
- Manage day to day delivery of contracted and funded support programmes.

General

- Participate in the Funding & Finance circle, participate in relevant work groups and liaise with other circles where appropriate.
- Contribute to communications and raise the profile of the organisation - in particular working closely with the Communications Coordinator on external messaging with respect to Shared Assets and the wider land movement.
- Provide reports and information for the board as required.
- Provide support to colleagues where needed, including in the running of events, training and other activities.
- Participate in and contribute to the development of Shared Assets as an organisation, including involvement in collective decision making, being accountable to policies, and helping improve those policies where relevant.
- Any other duties as may be required in a small organisation.

Person Specification

Candidates for this role will need to demonstrate or evidence how they meet the experience, skills and knowledge in their application form

	Essential	Desirable
Experience	<p>Bidding for, securing and reporting on funding from a range of sources including trusts, foundations and high net worth individuals.</p> <p>Building and maintaining relationships with a wide range of stakeholders.</p> <p>Understanding and acting on organisational management accounts, cashflows and financial data.</p> <p>Representing an organisation or movement externally to a wide range of audiences.</p>	<p>Experience of policy change or system change work.</p> <p>Working collaboratively with funders or partners to fund or resource long term projects or campaigns.</p>
Knowledge, skills and qualifications	<p>Excellent communication and presentation skills, both written and verbal to be able to communicate with a wide variety of stakeholders, from activists to funders and policy professionals.</p> <p>Comfortable networking and representing Shared Assets with a wide range of different stakeholders.</p> <p>Able to work transparently and diplomatically to challenge failures in the current land system and develop collaborative approaches to system change.</p> <p>Capable of self administering, with well developed IT skills, and able to work effectively and creatively.</p>	<p>Knowledge or experience of the funding landscape for land, food or social justice.</p> <p>Knowledge or experience of land, food or social justice movements.</p> <p>Awareness of the emerging policy and best practice relating to communities, land owners and land systems</p> <p>Experience and confidence of digital engagement including video conferencing, Miro (or similar) and other collaborative workspace or platforms.</p>

NB - we do **NOT** require a degree qualification for this role, and actively encourage applications from those with a variety of skills, experience and qualifications.

Additional requirements

- Ability to travel for a team day once a month to different regions in the UK, including London. You must be able to access public transport, a bicycle or a car for which reasonable expenses will be reimbursed.
- Undertake training and development deemed necessary for carrying out the role.
- Two references will be sought - if you are offered the role in principle, we'll ask for the contact details of two references when making that offer.

How to apply

Process

To apply, please complete the [online application form](#), which will include uploading your CV, before the deadline below.

We'll be asking for information for different purposes at different parts of the recruitment process.

- Application form: we will be assessing whether you can answer the questions clearly and fully
- First stage interview: we will be looking to understand your experience and skills
- Final interviews: we will be exploring how would you do the job at Shared Assets

We will be asking for a copy of your CV. We will only be reviewing your CV **after** the longlisting process and prior to first stage interviews. This means it is really important to fully respond to the application questions – don't rely on us referring to information in your CV when assessing them.

At the interviews we will aim to understand you better and how your skills and experience will enable you to undertake the main responsibilities of the role. We also want to know how your values and ways of working will contribute to Shared Assets' vision and mission. The interview will give you the opportunity to meet as many current team members as possible.

Let us know if there are any reasonable adjustments we can make to the application and interview process because of a disability or health issue, such as whether you require any information in a different format.

On completing the application form, we would be very grateful if you would complete our short survey for diversity monitoring. This is separate to the application process and is fully anonymous. The form is optional but it will help us understand and improve our recruitment process.

Equality Statement

Shared Assets aims to be an inclusive workplace with a diverse body of staff. We are keen to receive applications from Black, Asian and minority ethnic people; LGBTQIA+ people;

disabled people; neurodivergent people; people with experience of mental health problems; and people who identify as working class or have done so in the past.

If you are disabled and meet our minimum job criteria, we will invite you to an interview and adjust the interview process as needed. Please tick the box on the application form to indicate if you have a disability and wish to be considered under this policy. Please note our minimum job criteria will be a minimum assessment score that we set at the start of the process, it will not be solely based on meeting the essential and desirable criteria.

We take positive action to address under representation in our organisation. We recognise that we are currently under-represented within the team in terms of race (including colour, nationality, ethnic or national origin). In the event of a tie break situation we may therefore use positive action in favour of an individual from an under-represented community to make a final decision.

Further information

Please feel free to get in touch with Mark Walton for an informal discussion about the role - please email mark@sharedassets.org.uk to find a time to speak.

Timings

The closing date for applications:	10am on Monday 15th July 2024
First stage Zoom interviews:	22nd or 23rd July 2024
Final Interviews will be on Zoom <i>If applicants are based nearby to one another, we may host these in-person.</i>	29th July 2024

We may also include a final follow up interview w/c 29th July should we need further information from candidates. **Please let us know in the application form if you cannot make these dates**

Interview Questions

If you are invited to interview, we'll invite you to talk with the team online to discuss the role with us. We'll have some questions to ask (and also invite plenty of questions from you). Whilst we haven't finalised the questions, below are some that we might ask. We will send you the final questions we will ask at least an hour before the interview to help you prepare.

We will start by introducing ourselves and asking you (briefly) to introduce yourself.

- Can you tell us why this is the right job at the right time for you?
- Can you give us an example of a project or piece of work that you're really proud of? What was your role?
- In your experience, how do you think issues such as gender, ethnicity, sexuality, religion, class and income impact on people's relationship to the land?
- What would your ambitions be for this role? Where do you think the organisation's ambitions should be for core funding in, say, two years' time?
- What's your understanding of how working in a self-managing team works, and where do you think self-management applies within this role?
- We're a small team, limited resources, lots of change, potential for impact: what excites you about that and what concerns you?
- What elements of the role do you feel comfortable taking on and what would you need to feel confident starting the role?

We may also pick up on some themes from your application form and of course reserve the right to ask follow up questions!

We will also ask you some more practical questions, including about where you heard about the job, when you might be able to start, whether you think you'd take it if we offered it, etc