



Job title: Social Value Advisor
Grade: Grade – SO1 starting at £33,359
Immediate superior: Lintel Trust Business Manager/Regional Director SPA
Location: Hybrid - SPA Office, Livingston and home with regular travel to partners, events and other LHCPG offices across Great Britain

Principal aims of LHC

- LHC provides specialist technical and procurement products and services that help contracting authorities (LHC Partners) and building contractors and suppliers (LHC Appointed Companies) to deliver publicly funded building projects on time and on budget, and in doing so deliver better buildings and homes that enhance local communities.
- LHC engages with LHC Partners and LHC Appointed Companies through five Regional Business Units (RBUs), supported by a Group Procurement Team which develops and markets the LHC range of products and services.
- A Group Services Team provides the platform of financial, IT & Change, HR and legal services for the whole LHC Group.

Our Vision and Mission

“Improving lives and places through quality procurement solutions”

We improve lives and places through:

- The impact of our products and services
- The social value generated through our community benefit funding and activities

Main purpose of the job

- The Social Value Advisor is a role which will help support SPA and Lintel Trust in delivering LHC’s Group Social Value Strategy and the SPA community benefit fund.
- Working closely with the Lintel Trust Business Manager, the role will be responsible for a wide range of activities such as developing and sustaining partnerships and networks, promoting the work of the Trust and SPA/LHC, reporting on our social value impact, advising our partners and appointed companies on delivering social value.
- They will also collaborate closely with the Group functions and other regional teams to ensure that social value priorities and principles are integrated into the fabric of the products and services we provide our partners and appointed companies.
- Working with and guiding our partners and appointed companies to identify, gather and report social value impact and outcomes.

Specific responsibilities of the job

- Support the delivery of LHC's Group Social Value Strategy
- Engage with SPA's partners and appointed companies to understand their priorities and perspectives on social impact, work with the Business Manager and Group Social Value Manager to support delivery of this.
- Support the delivery of the Community Benefit Fund, working with SPA Committee Partners and Associate Partners to identify and advise on social value projects, distribute funds and report social value impact in communities.
- Follow LHCPG's social value measuring approach and standards enabling effective reporting on the impact of social value against our social value priorities using sector recognised methodologies and measures.
- Contribute to the development of Group policies, procedures, and standards related to social value management and reporting.
- Providing guidance and training to SPA staff members on social value principles and practices.
- Providing a social value advisory service for SPA partners and appointed companies
- As required, provide administrative support the Business Manager.
- Schedule meetings, coordinate stakeholders and maintain calendars, as necessary.
- Help prepare and organise documentation, including reports, insights and promotional material.
- Collate data and create content that will be used to produce the annual end of year social value report, highlighting progress against objectives, achievements and social value outcomes.
- Coordinate the development of social value impact case studies and write articles, act as quality control to assess the validity and outcomes for any social value case studies.

Working Hours

Although the position is 36 hours per week and LHC prides itself on our commitment to our people's wellbeing and fostering a good work life balance; on occasion hours may be varied and/or some evening work/additional hours required to meet the needs of the business.

PERSON SPECIFICATION

The following attributes are ESSENTIAL unless stated.

Experience

- Relevant experience of corporate social responsibility, social impact and innovation with evidence of on-going professional development.
- Knowledge of social value approaches and measurement frameworks used in the public sector.
- Demonstrable understanding of the importance of social value in securing positive change
- Working with the public sector, charities, housing or construction experience would be beneficial.

Qualifications and training

- Degree in a relevant subject, or relevant experience
- A strong academic background
- High level of IT literacy, adept with all current IT systems including PowerPoint, Word and Excel.

Aptitude and abilities

- Ability to work sensitively with confidential information
- Strong organisational and time management skills
- Strong interpersonal skills including an ability to interact effectively at all levels
- Have excellent attention to detail
- Possess excellent verbal and written communication skills.
- Be a collaborative team player with a flexible approach.
- The ability to work well under pressure and deliver to strict deadlines.

Personal qualities

- Positive and supportive attitude
- Open, honest and approachable
- Professional demeanor

Contacts

Internally

- Lintel Trust Personnel
- SPA Regional Director
- SPA Personnel
- LHC PG Group Social Value Manager
- LHC PG Personnel

Externally

- Officers and elected members of local authorities, registered providers of housing and other public sector bodies
- Managers of LHC's appointed companies
- Consultants and advisers (as required)
- Lintel Trust Board Members
- Lintel Trust commercial customers and network contacts