




Role	Yorkshire Programme Manager
Term	12 month fixed-term with 6 month probation period, possibility for extension dependent on funding
Start	ASAP dependent on notice period
Working Pattern	28 hours per week (plus lunch breaks), equivalent to 4 days per week. We are open to discussing a range of working patterns.
Remuneration	£35,000 per annum, pro-rated to £28,000, 27 days annual leave pro-rated (plus bank holidays), pension contribution.
Benefits	Flexible working, employee assistance programme, cycle to work scheme.
Location	<p>Remote, based within West Yorkshire. Availability of flexible working space and meeting rooms in Batley.</p> <p>This role will require travel to regular face-to-face meetings and events across West Yorkshire, with a current focus on Batley, Dewsbury and Heckmondwike. We also have regular team days, at varying locations. Related travel expenses will be reimbursed.</p>
Funding	<p>This role is funded by the National Lottery Community Fund.</p> 
Reports into	Head of Community Programmes
Application process and deadline	<p>Apply before 11:45 PM on Sunday 17 November 2024 by completing the application form online. The form contains questions specific to the role and will ask you to upload your CV. Interviews will take place w/c 25th November 2024.</p> <p>Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment practices below.</p>

Hey there, come join our team and help us build a better world.

This is an incredibly exciting opportunity for someone looking to play a leading role in a small but influential national charity building a positive legacy for the late Jo Cox MP. We are looking for someone with experience of working on community building initiatives, who is skilled in engaging and working collaboratively with diverse communities, with a flexible and empathetic approach, and a genuine commitment to equity, diversity and inclusion. Through this role you will play a key part in continuing Jo Cox's legacy over the years to come.

ABOUT THE JO COX FOUNDATION'S WORK IN WEST YORKSHIRE

We want less lonely, better connected communities across the UK, where everyone feels that they belong. Jo Cox's career took her around the world, yet her sense of belonging and her identity were always firmly rooted in Yorkshire. She knew that developing social connections with people like us, and with those who are different, helps to build individual and collective wellbeing, trust, resilience and cohesion.

The Jo Cox Foundation has its roots in West Yorkshire and our work here brings people together, increasing people's social support networks and feelings of belonging. This enables us to improve lives locally, while also building our knowledge, credibility and evidence to share with communities and platforms across the UK.

"I am Batley and Spen born and bred, and I could not be prouder of that. I am proud that I was made in Yorkshire and I am proud of the things we make in Yorkshire. Britain should be proud of that, too."

Jo Cox, Maiden Speech 2015

ABOUT THE ROLE

The Yorkshire Programme Manager has responsibility for the development and delivery of our community programmes in West Yorkshire, with a particular focus on Batley, Dewsbury and Heckmondwike.

At present, this is focussed on leading our Bridging & Belonging project, which aims to co-produce a vision for the future of Batley, Dewsbury and Heckmondwike. We expect that the insight that we produce from this project will determine the direction of our community programmes in West Yorkshire over the coming years.

Working with the project's Community Group, you'll support them to deliver a series of community events that capture the issues, needs and skills of the community and identify the action that the community wants to see.

As the project draws to a conclusion, you'll play a key role in planning our future work in West Yorkshire, in conjunction with the Head of Community Programmes, and will provide information and support for grant applications for this future work.

ABOUT THE BRIDGING & BELONGING PROJECT

We know from our work in West Yorkshire that community members want to connect with each other, influence change, and use their ideas and skills to benefit the community. Funded by the National Lottery Community



Fund, this project aims to facilitate this through a series of community events and activities in Batley, Dewsbury and Heckmondwike. These events will explore the themes of community, place and belonging, and will help us create a shared vision for the future of the area.

This project has already been established, so you'll start with an in-depth project plan in place and a small but engaged Community Group made up of people from across Batley, Dewsbury, Heckmondwike and surrounding areas. With them we have started planning for the first three community events. You'll also get support in running this project from a Project Officer and our Head of Community Programmes.

Through your leadership of this project over the next 12 months, we will:

- Grow the Community Group to around 15 people
- Support the group to plan and deliver a series of community events across Batley, Dewsbury and Heckmondwike. These events will be for anyone with a connection to the area to connect, listen, and share stories on the themes of community, place and belonging.
- Support the group by organising and facilitating regular meetings, identifying any skills needs they have, and sourcing / providing training where relevant.

ABOUT YOU

We're looking for someone who is motivated and positive about making change happen in the area. You need to be happy to work as part of a remote team, but also have the confidence and ability to work independently and on your own initiative.

You'll have a deep understanding of, and experience of engaging with, communities in West Yorkshire, particularly Batley, Dewsbury and Heckmondwike. You'll have excellent interpersonal skills, and experience of facilitating group meetings and workshops in creative and engaging ways. This project has already started, so you'll also need an ability to digest information and build relationships quickly.

You'll have strong project management skills, and ideally experience planning and delivering events. Experience working with Steering Groups and reporting to funders will also be helpful.

Lastly, you will have strongly held personal values which align with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. These will be reflected in your respect for others and the desire to make a truly positive contribution through your work.

ABOUT THE JO COX FOUNDATION

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to make positive change on issues that Jo was passionate about. Just as she did, we believe in working together effectively with individuals and organisations that share the belief that we have more in common than that which divides us.

We build stronger communities, encourage more respectful politics and advocate for a fairer world in Jo's name. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, bridging divides, reducing abuse and intimidation in public life and preventing atrocities in conflict-affected countries. No one day is ever the same as the next!

Too often our politics and society emphasises our differences rather than our commonality. We believe that helping people to recognise that commonality allows us to feel more connected, build empathy and increase trust. It also builds understanding of the stark inequalities that many groups face within our society and strengthens the collective will to take action. Though we cannot address the root cause of all inequalities, we commit to championing change and advocating for action.

WORKING AT THE JO COX FOUNDATION

One of our core values at The Jo Cox Foundation is empathy, and we work hard to apply this to our relationships with our staff as well within the work that we do.

As a remote organisation, we recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through monthly team days (with a mixture of remote and in-person days) and through regular and ongoing ways for the team to connect, both for work and to socialise.

In our 2023 staff survey:

- 100% of staff felt proud to work at The Jo Cox Foundation
- 100% felt that The Jo Cox Foundation actively supports their wellbeing
- 100% thought that the team at The Jo Cox Foundation works in a supportive and collaborative way

KEY RESPONSIBILITIES

Project Management

- Manage the Bridging & Belonging project, keeping the project plan under review and leading its delivery with the Project Officer and Head of Community Programmes.
- Identify, monitor and mitigate project risks.
- Manage the project budget.
- Lead internal project team meetings.
- Develop and implement a project monitoring and evaluation plan with the support of the Monitoring and Evaluation Manager.
- Continually share insight and knowledge into the communities in and around Batley, Dewsbury and Heckmondwike, using it to influence project planning and delivery.

Community Group

- Organise, design and lead Community Group meetings with support from the project team, wider team and external partners as required.
- Ensure ongoing engagement with Community Group members.
- Develop and deliver a plan for the growth and ongoing support of the Community Group, including identifying and meeting any skills development needs.

Community Listening Events

- Work with the Community Group and project team to plan a series of community 'listening events'.
- Coordinate delivery of these events, assigning roles and delegating as appropriate.

- Work with the Community Group, project team, and Monitoring & Evaluation Manager to capture insights, and lead on bringing this information together to produce a vision for the area.

Stakeholder engagement

- Maintain and develop our network of relationships with partners and supporters across Batley and the surrounding area, identifying and prioritising opportunities for collaboration.
- Develop, maintain and implement the stakeholder engagement strategy for the Bridging and Belonging project.
- Lead our relationship with the grant manager for the Bridging and Belonging project, including leading on project reporting.
- Represent the Foundation at external events in the area as appropriate.

Programme Management and Fundraising

- Lead the development of new project ideas, including those arising from the outcomes of the Bridging and Belonging project.
- Provide information and local expertise to the Head of Community Programmes to support fundraising for our Yorkshire based work.
- Work with the wider team to explore the potential for a More in Common Partnership in West Yorkshire.

PERSON SPECIFICATION

Experience, Knowledge and Skills

- Experience of developing and delivering community-led projects.
- Experience of working co-productively with communities.
- Experience of managing and building relationships with a diverse range of partners and stakeholders, ideally within West Yorkshire.
- Evidence of a commitment to implement diversity and inclusion best practice in an effective and meaningful way.
- Experience of working collaboratively within a team to develop and deliver projects.
- Understanding of issues affecting communities in West Yorkshire, particularly in relation to social cohesion.
- Knowledge of community and public sector organisations in West Yorkshire.
- Project management skills, including budget management.

- Experience of facilitating group meetings and workshops in creative and engaging ways.

Personal attributes

- Ability to build and maintain relationships with a wide range of stakeholders.
- Strong communication and interpersonal skills.
- An empathetic approach to working with communities.
- Ability to work independently and to use initiative to solve problems and pursue opportunities.
- Ability to reflect critically on own performance, with a focus on professional development.
- Commitment to equality, diversity and inclusion.
- Belief in the Foundation's values and to fostering a culture where all team members have a sense of belonging.

Other

- Right to work in the UK.

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via info@jocoxfoundation.org and we can discuss further.

AN INCLUSIVE RECRUITMENT PROCESS

The Jo Cox Foundation has a strong commitment to equality, diversity and inclusion. We want to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every individual has a sense of belonging, and this is reflected in our recruitment practices.



For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

We are a Disability Confident Committed employer and offer a guaranteed interview scheme for applicants who identify themselves as having a disability or long-term health condition. Our Operations team will ensure that all applicants who apply under this scheme and meet the minimum criteria for the role will receive an interview.

We know that interviews are a stressful experience, and can provide a particular challenge for candidates who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.

If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.

We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).