

## Consultancy Coordinator

£25,000 to £30,000 pro rata

3 days a week initially

3 month probation

Flexible location

### Summary

Shared Assets CIC is a progressive, self managing think and do tank that is working to change the land system. We are looking for a new Consultancy Coordinator with super project management skills, an entrepreneurial eye for business opportunities and a passion for the environment and social change. This role is a crucial one for our business and has plenty of scope for growth, progression and development.

### 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. We believe that how we own, manage and make decisions about land is fundamental to ensuring that we have a future that is fair, equitable and just.

Shared Assets is a think and do tank with a mission to make land work for everyone. We support the development of new models of managing land for shared social, economic and environmental benefits. 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

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.

Through our work we aim to ensure that common good land users are effective and supported. We want them to be confident, secure, profitable, connected and influential, able to access resources and advice, and be operating in a supportive regulatory context.

We do this by; providing advice, support and training to landowners, land professionals, community enterprises and groups developing new models of land use. We undertake research to explore what works, and advocate for changes that will enable these models to thrive. Our innovation work creates new products, services and tools for common good land

users, such as [Land Explorer](#) and our [Local Land Economies](#) toolkits. You can see our theory of change [here](#).

We are a small but ambitious team. In addition to this role there are currently 4 other team members (most of whom are part time) and we are trying to change the land system! We are a self managing organisation, where we all have great freedom over how, where and when to deliver our roles. We are all actively working to create a healthy and enjoyable workplace with a high degree of freedom and mutual respect. We have recently converted to a [Community Interest Company](#), and are exploring expanding the role of the staff team in the governance of the organisation.

Whilst we are reasonably diverse in terms of gender, race 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 and discrimination, and that is open to anyone who shares, and can help us develop, our vision.

### **About you**

We are looking for someone to join our team to work with the directors on the delivery and development of our consultancy services. Our consultancy work is wide ranging, but currently focuses on the creation of new business and governance models for parks, woodlands and horticultural land in rural and urban settings. Our clients range from local authorities to regional parks trusts, social enterprises, charities and heritage organisations. We are actively looking to expand our services to the private market, including developers and landscape architects. This role includes both growing our proactive consultancy offer (developing services, products and training that will increase our impact), and expanding our reactive consultancy (responding to tenders and invitations) .

You are a pragmatic idealist who shares our values and wants to work towards social and environmental justice. You have a track record of getting things done, and of working with clients, partners and stakeholders of different types to achieve change. You can turn your hand to desk research, facilitation, strategic planning and training.

You might be working in a commercial consultancy and be looking for a more flexible and human centred environment to work in. You might be looking to return to work after having children and be keen to use your project management skills for social good. We are open to different mixes of experience and backgrounds, but we need someone who is:

- Organised and can stay on top of project management, invoicing and monitoring, while remaining flexible to the needs of our clients and the organisation.
- Comfortable with complex situations and with potential to be an excellent facilitator.
- A creative thinker who can work across silos to create innovative new solutions and products.

There is excellent scope to develop this role - either into a full time position and/or to grow a consultancy team.

## **Job Description**

### **Job purpose**

To help make land work for everyone by delivering high quality consultancy work for our clients, and to help Shared Assets grow and become sustainable by developing new business, new products and services, and new income streams.

### **Main responsibilities**

#### **Consultancy delivery**

- Coordinate and support colleagues to deliver high quality consultancy work for a variety of clients
- Project manage consultancy contracts, ensuring clear briefs are set, and key milestones are achieved
- Deliver excellent research, options appraisals, workshops, training and reports for clients

#### **Project support**

- To provide practical support to community groups and social enterprises who are managing land and environmental assets either on an ad-hoc basis or through funded support programmes
- To manage day to day delivery of contracted and funded support programmes

#### **Business development and innovation**

- To work with the executive directors to seek out and develop new consultancy opportunities, particularly those that help Shared Assets increase its impact
- To identify potential tenders of interest to Shared Assets and prepare responses
- To scope out, seek funding for, and implement new products, programmes and services that could generate income for Shared Assets

#### **General**

- Contribute to communications and raising the profile of the organisation
- To 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
- Any other duties as may be required in a small organisation

#### **Key coach**

Everyone in Shared Assets takes responsibility for their own work, and has a nominated coach within the team. Mark Walton, an executive director, will be the coach for this role.

#### **Key coaching / management responsibilities**

None immediately, although the role is likely to include recruiting, managing, and assessing the performance of freelance associates, and if the business allows, recruiting and managing new staff.

## Person specification

### Qualifications and experience:

#### Essential

- Experience of working in a busy, project based environment
- An aptitude for agile project management and keeping on top of multiple contracts, projects, bids and relationships
- Capable of self administrating, with well developed IT skills, and able to work effectively and creatively on limited resources
- Overall, the key aptitudes we look for in all our team members are empathy, conscientiousness and commitment

#### Desirable

We know there is a lot here! But we'd be interested to know about any experience you have in relation to the following issues:

- A good understanding of current and emerging policy and practice in relation to the management of woodlands, waterways and green spaces by communities and social enterprises, including a good grasp of different legal and governance structures
- Experience of working with a wide range of organisations at a local and national level on projects and programmes related to asset management and social enterprise development
- Experience of service design / co-production
- Track record of bidding for, negotiating, and managing contracts, and of making applications for funding and delivering successful projects and programmes
- Demonstrable experience of developing and managing relationships with current and potential clients and funders
- Experience of managing people including direct line management and negotiating with, and managing the performance of, contractors and consultants
- Experience of creating and implementing business plans and setting and monitoring budgets

#### Personal qualities:

- Passion for social and environmental justice and community-led solutions
- A systemic approach, that works with complexity and does not settle for the "easy" answers
- Innovative, facilitative and entrepreneurial
- Effective communicator and excellent interpersonal skills with a wide range of stakeholders
- Self-sufficient, well organised with focus on completion and delivery
- Energy, flexibility, drive and sustained good humour

We actively welcome applications from people with diverse backgrounds and experiences, and are aiming to build Shared Assets into a diverse and inclusive organisation.

## Terms and conditions

**Status:** Employed, part time

**Salary:** £15,000 - £18,000 (£25,000 - £30,000 pro rata)

It is our ambition that this will be a core role that will grow with the organisation, either into a full time position, or as the manager of a consultancy team.

**Hours of work:** 3 days / week (21 hours)

The post is for 21 hours a week, normally within standard office hours, but some work will be required at evening and weekend events and meetings. We are flexible about working patterns and would expect to have a conversation about this at interview

**Location:** Flexible

Shared Assets' office is in London but we work across the country. We would welcome applications from those based outside London but would require commitment to attending regular team meetings which are likely to be in London.

**Holidays & benefits:** 15 working days holiday each year in addition to statutory holidays. (Full time equivalent - 25 days).

**Pension:** 3% employer contribution with the People's Pension Trust

## How to apply

Please feel free to get in touch with Mark on [mark@sharedassets.org.uk](mailto:mark@sharedassets.org.uk) for an informal discussion about the role. To apply, please send a two page CV which outlines your experience, and a no more than two page covering letter to [kate@sharedassets.org.uk](mailto:kate@sharedassets.org.uk).

Your covering letter should answer the following questions:

- What do you think the role of consultancy services is for Shared Assets?
- What are your two most relevant pieces of experience for this role? Please tell us about them and the role you played in them.
- How would you approach working in a self-managing team?

The closing date for applications is: 9am on Tuesday 4th February 2020

Longlisting Skype or phone interviews: 11th, 12th or 13th February 2020

Interviews will be held in London on: Wednesday 19th February 2020

At the interviews we will aim to understand you better and how your skills and experience and aptitudes will enable you to undertake the main responsibilities outlined in the job description. We will also aim to integrate an opportunity for you to meet as many current team members as possible.