

## JOB DESCRIPTION

**Position:** Birmingham Anchor Institution Network Coordinator

**Reports to:** Associate Director, Partnerships

### **The Birmingham Anchor Institution Network**

With combined budgets of over £5bn and a workforce of over 50,000, the members of the Birmingham Anchor Institution Network are major economic agents. By collaborating on work in key areas of procurement, employment and management of land and assets, they have the potential to play a powerful role in shaping the city economy.

The Network was created in late 2018 following an eighteen-month project, led by CLES and funded by Barrow Cadbury Trust, to understand the role anchor institutions play in the Birmingham economy. Over the last twelve months CLES has worked with the seven participating organisations<sup>1</sup> to produce a work plan focused around three themes: procurement, employment and land and assets. These activities are intended to support participating members to work together to develop best practice to be taken up within their own organisations, but also to identify opportunities to collaborate to amplify their influence in the Birmingham economy.

### **The Network Coordinator**

The participating anchor institutions have now agreed to invest to drive this work forward through the recruitment of a dedicated Network Coordinator. The Birmingham-based Coordinator will lead the day to day work of the Network, working closely with CLES who will continue to provide technical and strategic support to the Network.

### **MAIN PURPOSE OF JOB**

To coordinate, facilitate and support the network of Anchor Institutions in Birmingham to maximise the social and economic benefit they bring to Birmingham both individually and collectively. In doing this, you will contribute to the success of the Network through:

- Forging strategic and practice links with key stakeholders and initiatives within participating Anchor Institutions and in the wider Birmingham context
- Building and supporting thematic working groups of professionals, providing dedicated capacity to progress activity between meetings
- Designing and delivering wider Network activities, including training and events
- Initiating communications and advocacy to expand take-up of community wealth building approaches among Anchor Institutions in Birmingham and West Midlands

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<sup>1</sup> Birmingham City Council, University of Birmingham, West Midlands Office of the Police and Crime Commissioner, Pioneer Group, University Hospitals Birmingham, Aston University, Bourneville Village Trust

## DUTIES

- ❑ To be the day-to-day lead for the Anchor Network, working with participating anchors and CLES to lead the development of the Network as an effective and influential initiative
- ❑ To establish, convene and facilitate thematic working groups of human resources, procurement and asset management professionals to collaborate on shared priorities, amplifying the impact of their individual anchor institution activity
- ❑ To proactively progress activities between meetings, providing one-to-one and group support to participants
- ❑ To convene and support the Anchor Network Coordination Group to build links between different Network workstreams, engage across city and advance the community wealth building agenda
- ❑ To convene and report to the Anchor Network Leadership Group as the senior sponsors of the Network, working with them to shape future direction of this work
- ❑ To grow the influence and reach of the Anchor Network, including through the recruitment of additional anchor institutions
- ❑ To document and communicate the work being done and work the External Affairs and Policy Manager at CLES to produce engaging and informative communications materials
- ❑ To undertake all other duties as may reasonably be required by the Chief Executive and senior management team.

The post holder must carry out his/her duties in accordance with the Centre's Equality, Diversity and Inclusion Policy.

**In order to reflect organisational or procedural changes, the job description may be subject to variation by management, following consultation with the post holder.**

**Centre for Local Economic Strategies (CLES)**

**PERSON SPECIFICATION**

<b>Position:</b>	<b>Birmingham Anchor Institution Network Coordinator</b>
<b>Reports to:</b>	<b>Associate Director</b>
<b>Prepared:</b>	<b>January 2020</b>

	<b>CRITERIA</b>	<b>ASSESSMENT</b>
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**SKILLS/KNOWLEDGE**

	Knowledge of community wealth building and the role of anchor institutions in creating inclusive local economies	Essential	Application form and interview
	Excellent personal communication skills and the ability to communicate effectively and confidently with a wide spectrum of stakeholders	Essential	Application form and interview
	Demonstrable advanced planning/project management skills	Essential	Application form and interview
	Excellent organisational skills, with a strong ability to work independently	Essential	Application form and interview
	Demonstrable IT skills, specifically use of Microsoft Office	Essential	Application form
	Knowledge of the public and VCSE sector in Birmingham and the wider West Midlands	Desirable	Application form and interview
	Demonstrable analytical skills	Desirable	Application form and interview

**EXPERIENCE OF**

	Managing partnerships of multiple public, voluntary and commercial agencies effectively and credibly	Essential	Application form and interview
	Working independently to lead a complex project	Essential	Application form and interview
	Building relationships of influence with people in senior and operational roles in the public, voluntary and commercial sectors	Essential	Application form and interview
	Working in a variety of public sector areas, including one or more of: <ul style="list-style-type: none"> <li>- Local government</li> <li>- Health</li> <li>- Further and higher education</li> <li>- Housing association</li> </ul>	Essential	Application form and interview

**WORK RELATED CIRCUMSTANCES**

	The ability to work in Birmingham and travel to the CLES office in Manchester once a fortnight (expenses will be paid)	Essential	Interview
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