

## JOB DESCRIPTION

Position:	Sandwell Anchor Institution Network Coordinator
Reports to:	Associate Director, Partnerships, CLES

In 2019 CLES undertook a community wealth building diagnostic of the Black Country borough of Sandwell. One of the recommendations from this diagnostic was that Sandwell should seek to establish a Sandwell Anchor Institution Network. The aim of this network would be to bring together the major institutions in the borough to collaborate on work in the key areas of procurement, employment and management of land and assets, in such a way that they play a powerful role in shaping the local economy. In 2020 CLES received funding from the Barrow Cadbury Trust to support Sandwell MBC in the setting up of such a network. This work culminated in a meeting of the Sandwell Community Wealth Building and Resilience Board in January 2021 which formally committed to launching the Sandwell Anchor Institution Network.

### **The Network Coordinator**

The Barrow Cadbury Trust have now agreed to invest in driving this work forward through the funding of a dedicated Network Coordinator. The Sandwell-based Coordinator will lead the day to day work of the Network, managed by CLES who will also provide technical and strategic support to the Network.

### **Job Summary.**

To coordinate, facilitate and support the network of Anchor Institutions in Sandwell to maximise the social and economic benefit they bring to Sandwell both individually and collectively. Working to expand the membership of the anchor network as well as supporting organisations to develop their community wealth building approaches.

### **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 forge strategic links with key stakeholders and anchor organisations across Sandwell and the wider Black Country.
- To convene and support the Anchor Network Coordination Group to build links between different Network workstreams, engage across the borough and advance the community wealth building agenda.
- To manage the relationship between the Centre for Local Economic Strategies and the lead organisation Sandwell Council, ensuring progress of activities is clear and transparent and reported to the appropriate management teams.
- To grow the influence and reach of the Anchor Network, including through the recruitment of additional anchor institutions and participation in a Birmingham & Black Country partnership of Anchor networks.
- To provide support to the Community Wealth Building & Economic Resilience Board and the Anchor Network including the development of agendas, presentations, activities and workshops.
- To design and deliver wider Network activities, including training and events.
- To establish, convene and facilitate thematic working groups to collaborate on shared priorities, amplifying the impact of their individual anchor institution activity,
- To design and develop communication material including presentations for sharing with Anchor Network members and external promotion of network activities.

- To keep up to date with the latest ideas, initiatives, best practice and the national agenda on Community Wealth Building through effective research.
- To collate, analyse, interpret and develop practical solutions to economic and social data related to community wealth building activities from anchor organisations.
- To document and communicate the work being done with 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.**

<b>Centre for Local Economic Strategies (CLES)</b>			
<b>PERSON SPECIFICATION</b>			
<b>Position:</b>	<b>Sandwell Anchor Institution Network Coordinator</b>		
<b>Reports to:</b>	<b>Associate Director</b>		
<b>Prepared:</b>	<b>February 2021</b>		
			<b>CRITERIA</b>
			<b>ASSESSMENT</b>
<b>SKILLS/KNOWLEDGE</b>			
	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 community wealth building and the role of anchor institutions in creating inclusive local economies	Desirable	Application form and interview
	Knowledge of the public and VCSE sector in Sandwell and the wider West Midlands	Desirable	Application form and interview
	Demonstrable analytical skills	Desirable	Application form and interview
<b>EXPERIENCE OF</b>			
	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
<b>WORK RELATED CIRCUMSTANCES</b>			
	The ability to work in Sandwell and travel to the CLES office in Manchester once a fortnight (expenses will be paid)	Essential	Interview